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ABSTRACT

This curriculum guide provides lesson plans and student activities for instruction in reading, mathematics, and writing for adults in the printing graphic arts industry. It was developed through a federal education grant for a cooperative workplace literacy program involving Catonsville Community College in Baltimore, the printing industries of Maryland and Southern Pennsylvania, and several area printing/graphic arts companies. The curriculum guide contains competencies for each of the three areas identified as essential for the industry, activities correlated to the competencies, and answer keys for the activities. Activities include sample workplace problems and jobs, crossword puzzles, and information searches using workplace materials. Seven competencies relate to reading: alphabetical order, job-specific vocabulary, abbreviations and symbols, locating information, following directions, drawing conclusions, and interpreting nonprose materials. Eleven math competencies involve solving problems using the following: whole numbers; estimating and rounding; averages; decimals; fractions and mixed numbers; time calculations; ratios and proportions; English/metric units; percents; fractions, decimals, and percentages; and data from graphs and charts. There are six writing competencies: standard English grammar, spelling and punctuation, recording information, message taking, short notes and memos, and letter writing. (KC)

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Skills TODAY for TOMORROW

Catonsville Community College & PIM&SP
A Partnership For The Future.

A BASIC SKILL

GRAPHIC A

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SKILLS TODAY FOR TOMORROW

A BASIC SKILLS CURRICULUM

FOR THE

GRAPHIC ARTS INDUSTRY

**DEVELOPED BY:
CATONSVILLE COMMUNITY COLLEGE
IN PARTNERSHIP WITH
PRINTING INDUSTRIES OF MARYLAND
AND SOUTHERN PENNSYLVANIA**

**FUNDED BY THE U.S. DEPARTMENT OF EDUCATION
NATIONAL WORKPLACE LITERACY GRANT PROGRAM
FUNDED FY 1992**

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7501 Greenway Center Drive
Greenbelt, MD 20770

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Laura E. Weidner, Project Director

FOREWORD

Since early 1991, Catonsville Community College and Printing Industries of Maryland and Southern Pennsylvania (PIM+SP) have worked in partnership to provide job-specific work-based education for graphic arts industry employees in the Baltimore metropolitan area. This highly successful project, known as *Skills Today for Tomorrow*, was funded by the U. S. Department of Education National Workplace Literacy Grant Program. A direct result of this project, the *Skills Today for Tomorrow Basic Skills Curriculum* was designed to teach graphic arts industry employees basic reading, writing, and mathematics skills within the context of their jobs.

Creating a curriculum such as the *Skills Today for Tomorrow Basic Skills Curriculum* requires tremendous time and effort on the part of many people. Without the dedication, creative talents, and countless hours of the following Catonsville Community College project staff, this curriculum would not have been possible:

Curriculum Developers and Instructors:	Jean S. Brunstetter Thomas R. Cantu Gwyn A. Degner Donna W. May
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Project Director:	Laura E. Weidner

Special thanks are also offered to Ms. Patricia Martin, Vice President of Printing Industries of Maryland and Southern Pennsylvania, and the members of the PIM+SP Education Committee who served as the Advisory Board for this project and to Ms. Nancy Renner, Catonsville Community College Project Liaison.

In addition, appreciation is extended to the management and employees of the following Baltimore-area printing companies for their invaluable assistance in collecting workplace materials and identifying job-required competencies, and especially for welcoming our somewhat disruptive presence in their plants:

Admiral Envelope, Inc.
Alpha Graphics, Inc.
American Trade Bindery
Bindagraphics, Inc.

Gamse Lithographing Co.
Maryland Composition Co.
Port City Press, Inc.
Waverly Press

TO THE INSTRUCTOR

Skills Today for Tomorrow is a work-based skills enhancement program implemented in the Baltimore-area graphic arts industry in March 1991. This *Skills Today for Tomorrow Basic Skills Curriculum* is the result of the project.

All activities included in this curriculum have been developed by project staff using primarily job-specific materials and documents gathered from participating companies. Since the graphic arts industry is so diverse, certain activities may be more appropriate in some settings than others. In addition, readability tests show that levels of workplace materials are relatively high. Our experience indicated that most participants are able to derive meaning from workplace materials at a higher level than they may display on a standardized test. Use your discretion when assigning materials.

This curriculum was developed to use as part of an individualized learning program. The activities in this *Skills Today for Tomorrow Basic Skills Curriculum* seek to apply reading, writing, and math skills to various aspects of the printing industry. It is imperative that you introduce skills to your learners prior to assigning these activities.

Competencies addressed in this curriculum have been identified by the Printing Industries of Maryland and Southern Pennsylvania Education Committee and participating companies. An attempt has been made to organize activities within each competency from least to most difficult. No participant should be expected to complete all of these activities. Instead, assign activities according to your learners' needs, as indicated by the assessment process used in your program and your professional observations.

Some additional resources are necessary for effective use of this curriculum. Dictionaries and copies of The Pocket Pal by International Paper Company should be readily available for learner use with the reading and writing activities. Rulers are essential for the mathematics activities. You may wish to provide calculators for the more difficult math activities after your students have mastered basic computation skills. Certain activities require students to write on paper other than the activity sheet. Activities that are more than one page long are so indicated in the upper right-hand corner of each page.

Every effort has been made to address each competency thoroughly. However, it is impossible in any single document to completely cover every basic skill adult learners may need. Other instructional materials, both teacher-made and commercial, should be incorporated into your daily teaching to broaden the scope of instruction. In addition, you are encouraged to amend, embellish, or adjust the activities to meet individual learner needs.

COMPETENCIES

READING

- 1: Find information in alphabetical order.
- 2: Read and interpret job-specific vocabulary.
- 3: Read and interpret abbreviations and symbols.
- 4: Read workplace materials to locate information.
- 5: Read workplace materials to follow directions.
- 6: Read workplace materials to draw conclusions.
- 7: Read and interpret non-prose materials.

MATH

- 1: Solve problems using whole numbers.
- 2: Solve problems using estimating and rounding.
- 3: Solve problems using averages.
- 4: Solve problems using decimals.
- 5: Solve problems using fractions and mixed numbers.
- 6: Solve problems by calculating time.
- 7: Solve problems using ratios and proportions.
- 8: Solve measurement problems using English/metric units.
- 9: Solve problems using percents.
- 10: Use fractions, decimals, and percentages interchangeably.
- 11: Solve problems using data from graphs and charts.

WRITING

- 1: Use standard English grammar.
- 2: Use resources to correct spelling and punctuation.
- 3: Record information on work forms and charts.
- 4: Take accurate telephone messages.
- 5: Write short notes and memos using complete sentences.
- 6: Write letters using correct structure and sentence style.

These competencies were identified by the Printing Industries of Maryland and Southern Pennsylvania Education Committee and companies participating in *Skills Today for Tomorrow* as those necessary for workers in the Baltimore-area printing industry. Each competency is addressed with a variety of activities in this *Skills Today for Tomorrow Basic Skills Curriculum*.

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Answer Key

YELLOW PAGES

COMPETENCY: Find information in alphabetical order. (1)

OBJECTIVE: To use a telephone directory.

DIRECTIONS: Use this part of the Yellow Pages to answer these questions:

1. You need to have some repairs made on one of the Crabcake Press trucks. To what page will you turn?
2. While the truck is out of service you need to hire a company to make some deliveries for you. To what page will you turn?
3. You think you might like to buy a trailer for one of the company trucks. To what page will you turn?

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32235 & The Chesapeake and Potomac
Telephone Company of Maryland 1991

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COMMUNITY SERVICE NUMBERS

COMPETENCY: Find information in alphabetical order. (1)

OBJECTIVE: To use a telephone directory.

DIRECTIONS: Use the phone book listings of Community Service numbers to answer these questions:

1. What is the phone number for Baltimore City Employment Services?
2. What is the phone number to get a permit in Baltimore County?
3. What is the phone number to get Federal Tax information?
4. What does TDD stand for?
5. What is the phone number to call if you have an electric service emergency?

4

Community Service Numbers

These numbers are arranged so that you may find community services and information about public and private non-profit agencies. You can obtain more information about community service by calling one of the following information and referral services.

EMERGENCY NUMBERS

*Information and Referral	
*First Call For Help/HWC	
Toll Free	1-800-492-0618
TDD	685-2159
Ba. City DSS	361-4600
TDD	361-4611
*Ho. Co. I&R	313-7212
*TDD	313-2323
INFER/Pratt Libr.—Ba. City	396-5430
TDD	396-4441
Ho. Co. Library	313-7800
TDD	313-7883
Ba. Co. Library	887-6100
TDD	284-0160
Ba. Co. I&R	887-2001
Ca. Co. Library	848-4250
Federal Info. Ctr. (GSA)	1-800-347-1997
Hot Line—A. A. Co.	222-7273
Jewish Info. Service	466-4636
Adult abuse	
A.A. Co. Soc. Serv.	974-8500
Ba. City Soc. Serv.	361-2103
Ba. Co. Soc. Serv.	887-2800
Ca. Co. Soc. Serv.	848-8880
Ho. Co. Soc. Serv.	461-0277
Child abuse	
A.A. Co. Soc. Serv.	974-8600
*Ba. City Soc. Serv.	361-2235
Ba. Co. Soc. Serv.	887-2800
Ca. Co. Soc. Serv.	848-8880
Nights/Weekends	848-8778
Ch. Abuse Prev. Center	576-2414
Ho. Co. Soc. Serv.	461-0268
Nights/Weekends	313-2200

*Parents Anonymous of Md. (Call Collect)		243-7337
*Crisis hotlines		
*A.A. Co. Hotline		222-7273
*Ba. Co. Hotline		828-6390
*Ca. Co. Hotline		857-0077
*Fam. Crisis (Ba. Co.)		828-6390
*Grassroots		531-6677
TDD (No Message Relay)		531-6080
*Parents Anonymous (call collect)		#243-7337
Sexual assault/rape		
*A. A. Co.		222-7273
*Ba. City		366-7273
*Ba. Co. Hotline		828-6390
*Ca. Co.		877-7322
*Ca. Co. Hotline		857-0077
*Ho. Co.		997-3292
Spouse Assault		
*Ba. Co. Hotline		828-6390
*Ca. Co. Hotline		857-0077
Carroll Co.		876-1233
*CASA (Ho. Co.)		997-2272
*Family Crisis (Ba. Co.)		285-7496
Fam. & Ch. Serv. (N.W. Ba. Co.)		281-1334
Harford Co.		879-0984
*House of Ruth		889-7884
*Gas & electric emergencies		685-0123
Water/sewer emergencies		
*A. A. Co.		222-6000
*Ba. City		396-5352
*Ba. Co. (water only)		396-5352
*Ca. Co. (8 am-5 pm)		857-2164
(5 pm-8 am)		348-1488
*Ho. Co.		313-4900
(after hours)		313-2314

Adoptive & foster care

Social Service	
A.A. Co.	974-8500
Ba. City (Adoption)	685-8231
BA. Co. (Adoption)	887-2800
Ca. Co.	848-8880
Ho. Co.	461-0282
Alcoholism	
Amar. Coun. on Alcoholism	931-9393
Ba. City	396-1141
Ba. Co. Health Dept.	887-3828
Ca. Co.	#876-4410
Ho. Co. Health Dept.	465-0127
Consumer affairs	
Better Business Bureau of Gr. MD.	347-3990
Ho. Co. Office of Consumer Affairs	313-7220
Consumer Protection Div.	528-8662
TDD	576-6372
Md. Insurance Div.	1-800-492-6116
Md. Pub. Serv. Comm.	1-800-492-0474

TDD	#333-6001
WBAL Cal. for Action	366-5900
TDD	338-6671
Counseling (Call I&R's for Mental Health) Center in Baltimore City)	
Assoc. Cath. Charities	547-1103
Ba. Co. Mental Health	887-2731
Ca. Co. Mental Health	#876-4800
Family & Children Service (Central Md.)	
A. A. Co.	269-0148
Ba. City	669-9000
Ba. Co.	825-3705
Ca. Co.	876-1233
Harford Co.	879-0984
Ho. Co.	461-1277
Fam. Life Ctr. Inc.—Ho. Co.	997-3557
Ho. Co. Mental Health	997-5880
Lutheran Mission Soc.	539-7322
Lutheran Social Serv.	532-9600

Crime prevention

A. A. Co. Crime Prevention Section	222-7233
Ba. City Police Dept.	396-2441
Ba. Co. Police Dept.	887-5204
Ho. Co. Police Dept.	313-2230
Md. State Police	653-4384
Metro Crime Stoppers	276-8888

Day care

Soc. Service (Subsidy)	
A. A. Co.	974-8640
Ba. City	361-2560
Ba. Co.	887-2800
Ca. Co.	#848-8880
Ho. Co.	461-0282
*Locate Child Care (Ba. City only)	669-8333

Death and dying

*The Compassionate Friends (Bereaved Parents)		321-7053
*Md. SIDS (Infant Death)		328-5062
*Widowed Persons Services—Sinai Hospital		578-5018

Disabled/handicapped

Disability Law Ctr.	333-7600
League for the Handicapped, Inc.	323-0500
Library for Blind & Phys. Handic.	333-2668
TOLL FREE	1-800-492-5627
Md. I&R for Handicapped	333-6523
TDD	333-2666
Rehab Info-Service	1-800-638-8864
Summer Enterprises (Ca. Co.)	876-2422
ULTRA-transp.—Ho. Co.	997-7433

Drug abuse

Addict. Ref. & Couns.—Ba. City	366-1717
Ba. Co. Health Dept.	887-3828
Ho. Co. Health Dept.	465-0127
Junction—Ca. Co.	848-6100
Md. Drug Treat. Info.	1-800-635-7619

Employment/unemployment

Careerscope	922-5042
Fed. Job Info. Ctr.	#962-3822
Md. Job Service	
TDD	333-5518
A. A. Co./Empl. Serv.	974-7920
Ba. City Empl. Serv.	333-5187
Ba. Co./Empl. Serv.	321-4063
Balto. Co. Career Dev. Ctr.	574-8800
Ca. Co./Empl./UI	#848-9440
Ho. Co./Empl. Service	313-7263
Md. New Directions (Counseling)	235-8800

Energy information/fuel assistance

(Call I&R's for Fuel Assist.)	
Weatherization	
A. A. Co.	626-1910
*Ba. City	396-6147
Ba. Co.	285-6700
Ho. Co.	313-7424 & 313-7240

Equal opportunity

A. A. Co.	280-1200
-----------	----------

22161

Community Service Numbers

Ba. City	396-3141	Ho. Co.	379-0434	Ca. Co.	848-4049
Ba. Co.	887-5917	Home care/homemaker		Ho. Co.	313-7212
Ho. Co. Human Rights	313-7230	Assoc. Cath. Ch. (City and Ba. Co.)	732-5000	Tax Information	
TDD	313-7201	Ca. Co. Health Dept.	876-4950	Federal Tax	962-2590
Md. Comm. on Human Relations	333-1700	Fam. & Ch. Svs. (City)	669-9000	TDD	1-800-829-4059
U.S.E.E.O.C.	1-800-872-3362	A. A. Co.	263-5743	Travelers assistance	
Financial Assistance		Soc. Serv.		Travelers Aid Soc.	685-3569
Soc. Serv.		A. A. Co.	#974-8500	(24 hours emergency #3)	685-5874
A. A. Co.	787-2100 & 974-8300	Ba. City	361-2792	Veterans affairs	
Ba. City	361-4600	Ba. Co.	887-2800	U. S. Vet. Admin.	685-5454
Ba. Co.	887-2520	Ca. Co.	#848-8880	Toll Free	1-800-492-9503
Ca. Co.	#848-8880	Ho. Co.	461-0277	Vet. Ctr. (Vietnam Era)	539-5511
Ho. Co.	461-0331	Visiting Nurse Assn. (City & Co.)	539-3961	Vital records	225-5988
Food/nutrition—service & education		Housing		(Birth, Death, Marriage)	1-800-832-3277
Coop. Extension Serv.		Public Housing		Voting Information	
A. A. Co.	222-6756	A. A. Co.	222-6200	A. A. Co.	222-6611
Ba. City	395-1780	Ba. City	396-4052	Ba. City	396-5550
Ba. Co.	666-0445	*Ho. Co.	313-2713	Ba. Co.	887-5210
Ca. Co.	#848-4611	Rent Assistance		Ca. Co.	#857-2080
Ho. Co.	313-2707	A. A. Co.	222-6200	Ho. Co.	313-2714
FISH Ho. C.	964-8660	Ba. City	396-4052	League of Women Voters	
Meals for Elderly		Ba. Co.	887-4000	(Ba. City)	889-5353
A. A. Co. (Congregate Meals)	787-6825	Ca. Co.	857-8100	Women's resources	
Ho. Co.	313-7210	*Ho. Co.	313-6120	A. A. Co. Comm. For Women	#263-7344
Meals On Wheels (Ba. Ct./Ba. Co.)	321-5461	St. Ambros Housing Aid (City)	235-5770	Ba. City Comm. For Women	396-4274
A. A. Co.	#263-5444	Baltimore Neighborhoods, Inc.	243-6007	Ba. Co. Comm. For Women	887-4622
Ca. Co.	857-4447	Legal		Ho. Co. Comm. For Women	313-7200
Ha. Co.	838-0013	Legal Aid Bureau		Md. Comm. For Women	333-0054
Ho. Co.	730-9476	A. A. Co.	269-0848	WISH (Women In Self-Help)	433-9400
Gay resources		Ba. City	539-5340	Youth resources	
Dignity	325-1519	Ba. Co.	296-6705	Jewish Big Brothers-Big Sisters	542-6300
Gay/Lesbian Com. Ctr.	837-5445	Ca. Co.	#848-4669	Big Brothers/Big Sisters	243-4000
Gay/Lesbian Hotline (Balto. City)	837-8888	Ho. Co.	992-0660	Boy Scouts (Balto. Area Council)	338-1700
MCC—Counseling & Info.	889-6363	License/permits/inspections		Ca. Co. Youth Serv. Bureau	#848-2500
Health information		(See Lics. & reg. in yellow pages in		Fellowship of Lights (Runaways)	385-1200
Md. Lupus Found.	366-7272	"Government—Maryland")		Girl Scouts of Central MD	889-2681
Health services		A. A. Co.	#222-1434		1-800-492-2521
A. A. Co. Health Dept.	#222-7095	Ba. City Permits	396-3360	4-H Clubs	
Cancer Information Service	955-8638	Ba. Co. Permits & Licenses	887-3900	A. A. Co.	222-6755
	1-800-422-6237	Ca. Co. Permits & Insp.	857-2674	Ba. City	396-4906
Chase Brexton Clinic	837-2050	Ho. Co. Circuit Court		Ba. Co.	666-1025
Ca. Co. Health Dept.	#876-4900	(Marriage, Trade)	313-2111	Ca. Co.	848-4611
Hero/Aids	1-800-638-6252 & 945-2437	Men's resources		Ho. Co.	313-2707
TDD	1-800-553-3140	Fathers United for Equal Rights	628-4800	Ho. Co. Coun. For Child/	
Ho. Co. Health Dept.	313-2333	Pregnancy options		Youth	313-7200
Dentist Ref.		Alpha Pregnancy Ctr.	833-7793	Lighthouse Youth & Fam. Svc.	
A. A. Co.	#956-4577	Balto. City Health Dept.	396-4663	(Ba. Co.)	788-5483
Ba. City Dental Society	539-4697	Ba. Co. Health Dept.	887-3725	Youth Resources Ctr.	992-3726
Ba. Co.	887-2781	Ca. Co. Health Dept.	876-4900		
Medicaid (Soc. Serv.)		Gr. Balto. Crisis Preg. Ctr.	625-0101	These listings were prepared by the Information & Planning Council and the Health and Welfare Council, and are published as a public service by C&P. Inquiries may be addressed to: First Call For Help/HWC 22 Light Street Baltimore, Maryland 21202 * Can be reached 24 hours a day # A toll call from some areas TDD Telecommunications device for deaf and hard of hearing.	
A. A. Co. (North Co.)	787-2100	Ho. Co. Health Dept.	313-2333		
A. A. Co.	974-8500	Planned Parenthood	576-1400		
B.A. City	361-2049	Pregnancy Center West	788-4433		
B.A. Co.	887-3101	Seniors			
Ca. Co.	#848-8880	Senior Information and Assist.			
Ho. Co.	461-0329	A. A. Co.	1-800-492-2499		
Physicians referral		Ba. City	396-1341		
A. A. Co.	544-0312	TDD	396-1858		
Ba. City	625-0022	Ba. Co.	887-2594		
Ba. Co.	296-1232	TDD	887-3787		

ACTION INDEX

COMPETENCY: Find information in alphabetical order. (1)

OBJECTIVE: To use guide words from an index.

DIRECTIONS: Below are the tops of pages 6, 7, 8, and 9 from an index. Use the guide words to decide which page will show the information you want.

1. On which page will you find contractors?
2. On which page will you find desks?
3. On which page will you find credit unions?
4. On which page will you find services for handicapped persons?
5. On which page will you find computer service and repair?
6. On which page will you find office furniture?
7. On which page will you find repairs of electric motors?
8. On which page will you find consultants for environmental concerns?

6 CHURCHES—COTTON

FIND IT FAST — USE THE ACTION INDEX

FIND IT FAST — USE THE ACTION INDEX

COTTON—ELECTRIC 7

8 ELECTRIC—FOOT

FIND IT FAST — USE THE ACTION INDEX

FIND IT FAST — USE THE ACTION INDEX

FOOT—HEALTH 9

3M CLEANER

COMPETENCY: Find information in alphabetical order. (1)

OBJECTIVE: To understand material pertaining to material safety.

DIRECTIONS: Find these words on the Material Safety Data Sheet. Then look them up in the dictionary and write the definition which applies to the way the word is used on the data sheet.

1. **HAZARD**

2. **IRRITATING**

3. **INHALATION**

4. **RESPIRATORY TRACT**

5. **INGESTION**

6. **ASPIRATED**

7. **INDUCE**

TRADE NAME: 3M CLEANER CONDITIONER

5. HEALTH HAZARD DATA

Eye Contact

May be irritating to eyes.

Skin Contact

May be irritating to skin.

Inhalation

May be irritating to respiratory tract.

Ingestion

May be harmful or fatal if aspirated into lung by vomiting.

Suggested First Aid

EYES: Flush immediately with large amounts of water for at least ten minutes and call a physician.

SKIN: Wash with soap and water.

INGESTION: Do not induce vomiting. Call a physician.

6. REACTIVITY DATA

STABILITY	<input type="checkbox"/> Unstable <input checked="" type="checkbox"/> Stable	Conditions to Avoid
INCOMPATIBILITY		Materials to Avoid
HAZARDOUS POLYMERIZATION	<input type="checkbox"/> May Occur <input checked="" type="checkbox"/> May Not Occur	Conditions to Avoid

Hazardous Decomposition Products

7. SPECIAL PROTECTION INFORMATION

Eye Protection	Suggested	Skin Protection	Suggested
Ventilation	Use with adequate local exhaust or mechanical ventilation.		
Respiratory and Special Protection	NIOSH approved organic vapor respirator.		
Other Protection			

8. PRECAUTIONARY INFORMATION

Keep away from heat, flame, sparks, and other sources of ignition. Use with adequate ventilation. Avoid eye and skin contact. Avoid breathing vapor. Keep tightly closed. Keep out of reach of children.

9. DEPARTMENT OF TRANSPORTATION

DOT Proper Shipping Name	DOT Hazard Class
Not Applicable	Not Applicable

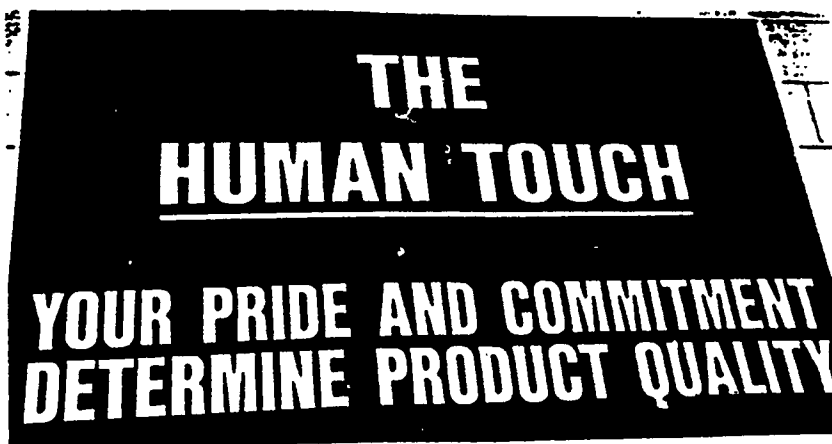
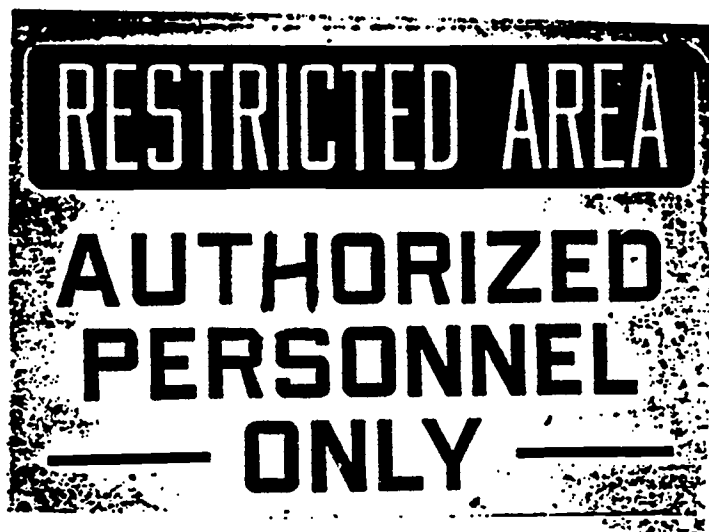
Issue Date	Supersedes
Sept. 1982	June 1

READING SIGNS

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To understand posted signs.

DIRECTIONS: Rewrite these signs in your own words:



CYLINDER CHECKLIST

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To utilize checklists.

DIRECTIONS: Read this pre-make ready checklist for the cylinder, looking carefully at the underlined words. Then match these words with their meanings. Put the letter of the meaning in front of each word.

PRE-MAKE READY CHECKLIST - CYLINDER

Cylinder prepared and checked _____

1. Inspect cylinder for visible damage.
2. Wrap and identify cylinder.
3. Sand and grease shafts.
4. Apply Never-Seez on tapered end of gear side shaft.
5. Clean and grease bearings.
6. Tighten bolt holding gear to cylinder.
7. Wipe off excess grease on shaft.
8. Check that OP on cylinder is on operator side.

- | | |
|-------------------|------------------------------|
| _____ 1. prepared | A. to name |
| _____ 2. inspect | B. able to be seen |
| _____ 3. visible | C. too much |
| _____ 4. identify | D. made ready beforehand |
| _____ 5. tapered | E. narrowed |
| _____ 6. shaft | F. person who runs a machine |
| _____ 7. excess | G. a long bar |
| _____ 8. operator | H. to look at carefully |

SAFETY RULES

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To understand safety notices.

DIRECTIONS: Read the Safety Rules for Employees, looking carefully at the underlined words. Then match these words with their meanings. Put the letter of the meaning in front of each word.

SAFETY RULES FOR EMPLOYEES

1. Immediately report all defective equipment and machinery to your supervisor.
2. Do not block aisles, walkways or stairs. Keep them open and clear from obstruction.
3. Do not block doors, emergency exits, electric switches and fire extinguishers. Keep them accessible and cleared from obstruction.
4. Do not tamper with the fire extinguishers or discharge them without reason. Report any use of a fire extinguisher to your supervisor.
5. Dispose of all trash and waste material in appropriate containers.
6. Never distract the attention of other employees when they are doing their work, especially when that work involves the operation of machinery or equipment.

- | | |
|----------------------|-----------------------------------|
| _____ 1. accessible | A. empty |
| _____ 2. obstruction | B. easy to get at |
| _____ 3. tamper with | C. to sidetrack |
| _____ 4. discharge | D. proper |
| _____ 5. dispose of | E. something that gets in the way |
| _____ 6. appropriate | F. to change |
| _____ 7. distract | G. to get rid of |

CREDIT UNION

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To understand benefit options.

DIRECTIONS: Read the section from the company handbook below. Write the meanings of the underlined words. Use your dictionary if you need to.

CREDIT UNION

All regular full-time employees can join the company credit union after you have worked 90 days without time off. After you enroll you can save through a payroll deduction. When you have been in the saving program for 90 days you can apply for a loan.

Our credit union operates under federal law. Your account up to \$100,000 is insured. If you want to know more about the credit union, ask in the Personnel Department. There is also a 24 hour credit union answering line. Dial extension 200 inside the plant or call 555-3004.

employees

credit union

enroll

deduction

federal

insured

personnel

extension

24

HEALTH INSURANCE

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To understand benefit options.

DIRECTIONS: Read the section from the company handbook on Health Insurance. Write the meanings of the underlined words. Use your dictionary if you have to.

HEALTH INSURANCE

After you have worked 30 days as a regular full-time employee, you can enter a health insurance program. We have two programs, our Flex Benefit Plan and a Health Maintenance Organization (HMO).

If you join the Flex Benefit Plan you can choose between the Core or Enhanced Plan. You can also choose to be covered for yourself alone or for your family. Both of these plans include eye care, dental care and a prescription plan card.

Instead of this you can choose to join the Health Maintenance Organization (HMO). HMOs are different from regular medical insurance. In an HMO you get prepaid health care.

Under either plan you can also get life insurance, accidental death and disability benefits.

You can get more details about these benefits from our Personnel Department. See them also if you need help in filling out any insurance forms.

flex benefit

maintenance organization

core

enhanced

accidental

disability

PRINTING-INDUSTRY VOCABULARY

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To use job specific vocabulary.

DIRECTIONS: Using the sample page layout, match each word to the appropriate definition.

head trim
head margin
outside trim
type page length

foot trim
outside margin
type page width
final trim size

bind trim
bind margin
foot margin

- _____ Excess paper cut off the bottom of a page
- _____ White space at the top of a page
- _____ Width of the text
- _____ Excess paper cut off the edge of a page where a book is bound (the left edge of an odd numbered page)
- _____ White space at the bind side of a page (the left side of an odd numbered page)
- _____ Length of the text
- _____ The size of the final product after all trims have been cut off the page
- _____ Excess paper cut off the outside edge of a page (the right edge of an odd numbered page)
- _____ White space at the bottom of a page
- _____ Excess paper cut off the top of a page
- _____ White space at the outside edge of a page

FINAL TRIM SIZE $5\frac{3}{4} \times 9$

HEAD TRIM $\frac{1}{8}$ "

HEAD MARGIN $\frac{3}{8}$ "

CALIFORNIA

La Jolla Lafayette

Resident Officers—Ellis Kashushin, Sr. V-P; James Blumner, V-P & Mgr; Sharon Samuels, Jeffrey Nagle, V-Pa
Phone—619-459-3701

Employees—2
Phone—619-466-2300

La Mira

SUTRO & CO. INCORPORATED
7817 Ivanhoe Ave., Ste. 200 (92017)
Branch of—San Francisco
Resident Officer—Kevin D. Huyle, Sr. V-P & Mgr
Wire System—Own in NYC, Los Angeles, San Francisco
Phone—619-454-3888

MERRILL LYNCH, PIERCE, FENNER & SMITH INCORPORATED
14241 Firestone Blvd., S
Branch of—NYC
Resident Mgr—Steven Kers
Phone—213-921-7555

La Mesa

AMERICAN INVESTORS COMPANY
8364 La Mesa Blvd. (92041)
Branch of—Hayward, CA
Resident Mgr—Eugene H. Patterson
Phone—619-461-2722

ALAMO CAPITAL CORPORATION
(NASD) (SIPC) (1990)
N.Y. Ste. 230 (94349)
Fixed Income Products
Partners—Nancy Mullally,
Clear Thru—Castella & Co.
Registered Reps—2
Employees—3
Phone—415-283-5600

La Jolla

DEAN WITTER REYNOLDS INC.
8365 La Mesa Blvd. (92041)
Branch of—NYC
Resident Mgr—William B. Smith
Phone—619-469-7900

ASSOCIATED PLANNERS SEC CORPORATION
3730 Mt. Diablo Blvd., 2
Branch of—Los Angeles
Other Local Office—1017 N
P.O. Box 1276 (Jeffrey M.
Mgr—415-283-2733)
Resident Mgr—Cynthia L. 1
Phone—415-281-3340

La Jolla

FIRST INVESTORS CORPORATION
7373 University Ave. (92041)
Branch of—NYC
Division Mgr—David Klink
Phone—619-698-6618

FIRST AFFILIATED SECURITIES
3581 Mt. Diablo Blvd., 2
Branch of—San Diego, CA
Rep-In-Charge—Pat Johnson
Phone—415-283-4790

La Jolla

MERRILL LYNCH, PIERCE, FENNER & SMITH INCORPORATED
5332 Jackson Dr., Ste. 101 (92041)
Branch of—NYC
Resident Mgr—Denn C. Dietz
Phone—619-697-4219

KATIE (KASAN) & COMPANY
(NASD) (SIPC) (1983)
Ste. 470 (94349)
Short-Term Mortgage-Backed
Private Placements Invest
Franchises
Officer—Eason Katie, Pres
Phone—415-283-1818

La Jolla

TITAN VALUE EQUITIES GROUP, INC.
4817 Palm Ave., Ste. G (91941) (P.O. Box
Phone—619-698-3953

PAT PATTERSON WESTERN S
(NASD) (SIPC) (1982)
N.Y. Ste. 150 (94349)
John Patterson Financial Ser
Dealers in Stocks & Bonds,
Programs, Public & Private
Investment Advisory Serv
Estate Brokerage
Officers—C. Evans Patterson
Fuller-Patterson, V-P
Compliance—C. E. Patterson

La Jolla

WHITE SECURITIES, INC.
(NASD) (MSRB) (SIPC) (1990) 8383
Center Dr., Ste. 1 (92042)
Common Stocks, Corporate & Municipal Bonds
Officer—Brian W. White
Clear Thru—Weillhush Morgan Securities, Inc.
(0103-NSCC)
Registered Rep—1
NASDAQ—27143
Employer's Ident. No.—33-0120757

ES, INC.
Mt. Diablo
N.Y.
Participation
in Planning
Notice & Rep
Berniece A.

NOTE: for footnotes see page 3

FOOT MARGIN $\frac{5}{8}$ "

FOOT TRIM $\frac{1}{8}$ "

BIND MARGIN

BIND TRIM $\frac{1}{8}$ "

8" LENGTH

OUTSIDE MARGIN

OUTSIDE TRIM $\frac{3}{8}$ "

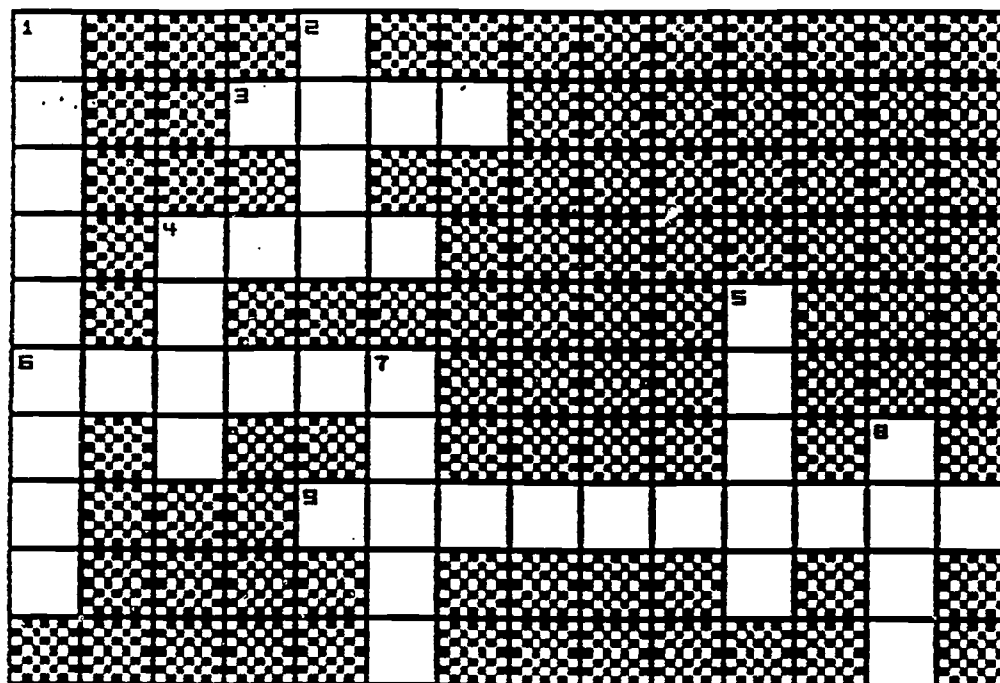
5" WIDTH

PAPER & INK CROSSWORD

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: Become familiar with workplace-specific abbreviations, vocabulary, and definitions.

DIRECTIONS: Complete the following crossword puzzle.



WORD LIST

backbone
blanket
bleed
body
bulk
burn
collate
crop
curl
desensitizer
developer
dummy
embossing
feeder
felt
form
fuzz
grain
gumming
halftone
hickey
highlight
impression
insert
lamination
makeover
makeready
matte
mottle
overrun
pica
piling
score
scum
signature
sizing
skid
spine
trim
viscosity
washup
web
widow

ACROSS CLUES

3. thickness of paper
4. smoother side of paper
6. making paper water resistant
9. plastic film bonded to paper

DOWN CLUES

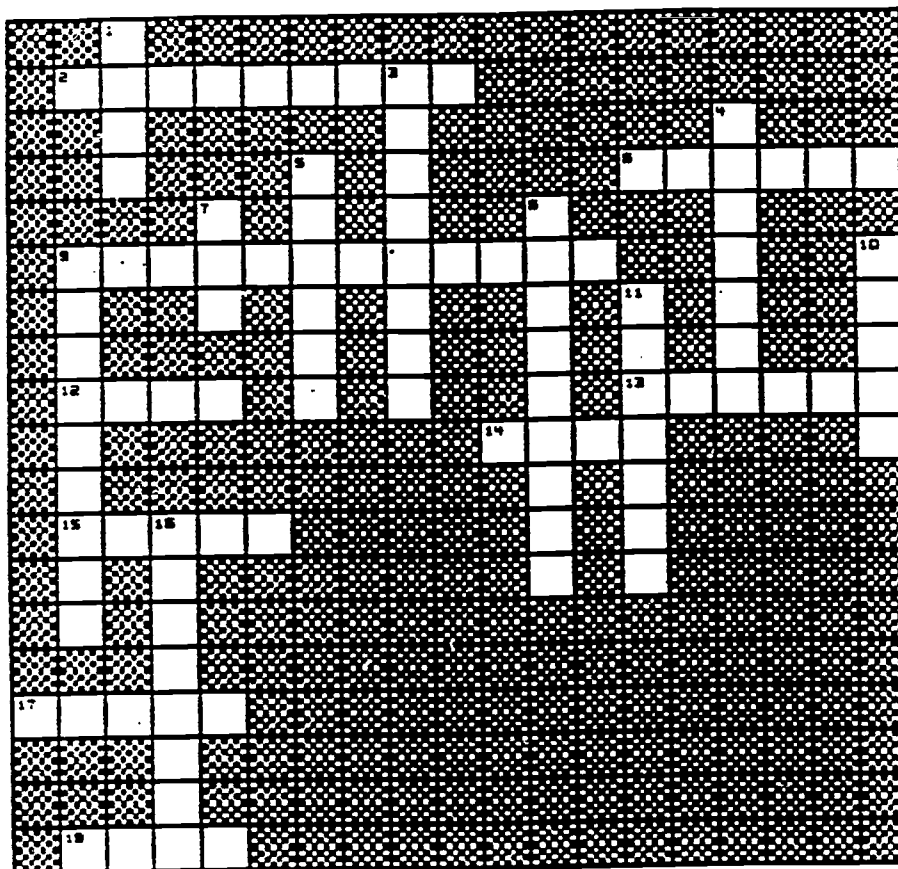
1. tack and flow of ink
2. distortion of a sheet
4. fibers projecting from paper
5. dull paper finish
7. fiber direction
8. consistency of ink

PREP & PRINTING CROSSWORD

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: Become familiar with workplace-specific abbreviations, vocabulary, and definitions.

DIRECTIONS: Complete the following crossword puzzle:



WORD LIST

backbone
blanket
bleed
body
bulk
burn
collate
crop
curl
desensitizer
developer
dummy
embossing
feeder
felt
form
fuzz
grain
gumming
halftone
hickey
highlight
impression
insert
lamination
makeover
make-ready
matte
mottle
overrun
pica
piling
score
scum
signature
sizing
skid
spine
trim
viscosity
washup
web
widow

ACROSS CLUES

2. lightest parts in halftone
6. ink caking on rollers or blanket
9. treating non-image plate areas
12. to cut out parts of copy
13. spotty appearance of printing
14. assembly of pages for printing
15. preliminary layout
17. single word in line by itself
18. plate exposure

DOWN CLUES

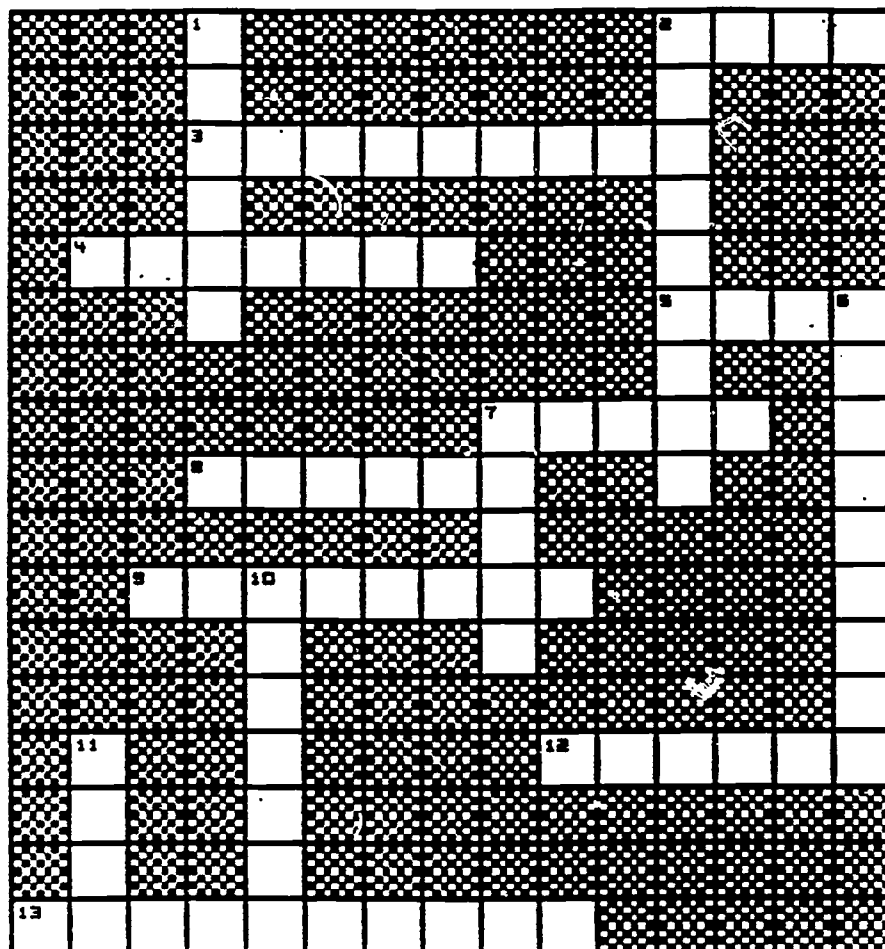
1. typesetting unit of measurement
3. converting image into dots
4. fabric around cylinder, transfers image to paper
5. printed piece to be placed in another
7. roll of paper
8. process to make images visible
9. part of letter below main body
10. extra amount of printed image extending beyond trim edge
11. applying gum to non-printing areas of plate
16. plate which is remade

PRINTING CROSSWORD

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: Become familiar with workplace-specific abbreviations, vocabulary, and definitions.

DIRECTIONS: Complete the following crossword puzzle:



WORD LIST

backbone
blanket
bleed
body
bulk
burn
collate
crop
curl
desensitizer
developer
dummy
embossing
feeder
felt
form
fuzz
grain
gumming
halftone
hickey
highlight
impression
insert
lamination
makeover
makeready
matte
mottle
overrun
pica
piling
score
scum
signature
sizing
skid
spine
trim
viscosity
washup
web
widow

ACROSS CLUES

2. platform for paper pile
3. image with raised surface
4. more copies than ordered
5. ---- marks: edge of page
7. make a mark for folding
8. cleaning rollers and plates
9. spine
12. spots
13. pressure of type or plate

DOWN CLUES

1. part of press that feeds paper
2. printed and folded sheet
6. setting up the press
7. backbone
10. gather signatures
11. film of ink in non-image areas

INK TANK CHECKLIST

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To understand workplace vocabulary.

DIRECTIONS: Read the Pre-make ready checklist for the Ink Tank, looking carefully at the underlined words. Then match these words with their meanings. Put the letter of the meaning in front of each word.

PRE-MAKE READY CHECKLIST - INK TANK

Ink tank prepared and checked _____

1. Clean inside and outside of ink tank.
2. Clean and flush pump.
3. Check that impeller turns freely.
4. Clean ink hose and rubber gaskets at each end.
5. Check that motor works and is bolted tightly with a pin wrench.
6. Line up brass sleeve and flat part of shaft, top nut is tight.
7. Check that valve handles are intact.

- | | |
|-------------------|-----------------------------|
| _____ 1. impeller | A. not damaged |
| _____ 2. gasket | B. a blade that goes around |
| _____ 3. bolted | C. gold-colored metal |
| _____ 4. brass | D. a seal or packing |
| _____ 5. intact | E. fastened or locked |

BEST COPY AVAILABLE

APPLICATION FOR LOAN

COMPETENCY: Read and interpret job-specific vocabulary. (2)

OBJECTIVE: To derive meanings of words from the context.

DIRECTIONS: Each of these words has been underlined in the Application for Loan. Find each word in the application and try to decide what it means from the way it is used. Underline the correct definition.

1. consolidation:

payment	application	combination	strengthening
---------	-------------	-------------	---------------

2. comakers:

members of family	references	fellow workers	co-signers
----------------------	------------	----------------	------------

3. security:

safety	deposit	creditor	pledge
--------	---------	----------	--------

4. authorize:

allow	send	write down	sign
-------	------	------------	------

5. optional:

ability	not required	desirable	necessary
---------	--------------	-----------	-----------

6. spouse:

family member	nearest relative	husband or wife	co-signer
------------------	---------------------	--------------------	-----------

7. derived:

gained	taken	borrowed	received
--------	-------	----------	----------

8. pending:

on trial	on bail	holding	not decided
----------	---------	---------	-------------

9. liabilities:

savings	creditors	securities	debts
---------	-----------	------------	-------

10. creditor:

debtor	saver	security	lender
--------	-------	----------	--------

APPLICATION FOR LOAN

ACCOUNT NUMBER
NOTE NUMBER

I HEREBY APPLY FOR A LOAN OF \$ _____ FOR A PERIOD OF _____ ☐ WEEKS ☐ BI-WEEKLY
☐ MONTHS TO BE REPAYED IN ☐ MONTHLY

INSTALLMENTS OF \$ EACH INCLUDING INTEREST

I PREFER THE FIRST PAYMENT TO FALL DUE ON _____
☐ WEEKLY
☐ BI-WEEKLY

I DESIRE TO REPAY THIS LOAN WITH A ☐ MONTHLY PAYROLL DEDUCTION OF \$_____ CREDITED TO MY LOAN ACCOUNT WITH YOU. I UNDERSTAND THAT PAYROLL DEDUCTION IS VOLUNTARY AND IS NOT A REQUIREMENT TO OBTAIN THIS LOAN.

THE PURPOSE OF THIS LOAN IS (EXPLAIN FULLY): _____
(If for consolidation of debts, check on indebtedness list)

COMAKERS OR SECURITY OFFERED

The Federal Credit Act makes it a Federal crime for anyone to knowingly make a false statement to a Federal Credit Union on an application for a loan. I hereby certify that all statements made herein are true and complete and are submitted for the purpose of obtaining credit, and I expressly authorize any person, association, firm, corporation, or personnel office requested by this credit union to furnish information concerning me or my affairs.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE INCLUDING THOSE ON THE REVERSE SIDE HEREOF, ARE TRUE AND COMPLETE AND SUBMITTED FOR THE PURPOSE OF OBTAINING CREDIT.

DATE _____

SIGNATURE OF APPLICANT MEMBER (BORROWER)

FOR CREDIT UNION USE ONLY								
SOURCE OF CREDIT	ACCOUNT NUMBER	ORIGINAL AMOUNT	DATE OF LOAN	PAYMENTS	BALANCE	SECURITY	RATING	
SHARE BALANCE		LOAN BALANCE		CURRENT PAYROLL DEDUCTION		<input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY		
CREDIT COMMITTEE OR LOAN OFFICER ACTION								
Information below, including appropriate signature(s), is to be filled in by either the credit committee or loan officer, depending upon who acts upon this application. On _____, 19____, (I) (We) approved a loan in the amount and on the conditions requested by the above applicant, except as follows (list any changes in amount, terms, or conditions): _____								
<div style="display: flex; justify-content: space-between;"> <div> <p>Approved by CREDIT COMMITTEE:</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div> <p>Approved by LOAN OFFICER:</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> </div>								
<p style="text-align: center;">Disapproved by CREDIT COMMITTEE:</p> <p>_____</p> <p>_____</p>								
<p>REASON _____</p> <p style="text-align: center;">(All committee members shown as present in the minutes of the meeting at which this application was approved must sign above.)</p>								

PERSONAL AND CREDIT INFORMATION

APPLICATION FOR LOAN (3/3)

NOTICE: Fill in shaded portion concerning spouse only if:

1. Both you and your spouse will be signing for the loan thus making you equally liable for payment, or
2. You are relying on income, alimony, child support, or maintenance payments from a spouse or former spouse as a basis for repayment of the credit requested.

PLEASE PRINT OR TYPE

e payments from a spouse or former spouse as a basis for repayment of the credit requested.				DATE		SOCIAL SECURITY NO.		ACCOUNT NUMBER							
USE OF TITLE IS OPTIONAL <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		FIRST NAME		INITIAL		LAST NAME		AGE		BIRTH DATE					
CURRENT RESIDENCE ADDRESS				CITY		STATE		ZIP CODE		YEARS THERE					
Do not check box unless credit requested is secured or joint with someone else <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED				NUMBER OF DEPENDENTS		SPOUSE'S FIRST NAME & INITIAL		BIRTH DATE		SPOUSE'S SOCIAL SECURITY NO.					
LAST PREVIOUS ADDRESS				CITY		STATE		ZIP CODE		YEARS THERE					
EMPLOYED BY				DEPARTMENT/SUPERVISOR		HOW LONG		POSITION/GRADE/STEP		GROSS MONTHLY INCOME \$					
COMPLETE BUSINESS ADDRESS									TELEPHONE AT WORK						
YOU ARE NOT REQUIRED TO DISCLOSE INCOME FROM ALIMONY, CHILD SUPPORT OR MAINTENANCE PAYMENT. IF YOU CHOOSE TO DISCLOSE SUCH INCOME, IS ANY SUCH INCOME STATED IN THIS APPLICATION DERIVED FROM SUCH A SOURCE?										Yes <input type="checkbox"/> No <input type="checkbox"/>		MONTHLY AMOUNT \$			
OTHER INCOME EXCLUDING CHILD SUPPORT, ALIMONY OR MAINTENANCE										SOURCE		MONTHLY AMOUNT \$			
PREVIOUS EMPLOYER			ADDRESS			TELEPHONE		SUPERVISOR		POSITION/GRADE/STEP		YEARS THERE		MONTHLY INCOME \$	
SPOUSE'S EMPLOYER			ADDRESS			TELEPHONE		SUPERVISOR		POSITION/GRADE/STEP		YEARS THERE		MONTHLY INCOME \$	
NAME OF NEAREST RELATIVE NOT LIVING WITH YOU, OTHER THAN SPOUSE								COMPLETE ADDRESS				RELATIONSHIP		TELEPHONE	
HOME		DATE PURCHASED		MARKET VALUE		MONTHLY UTILITIES		HOME FINANCED BY OR LANDLORD'S NAME				MONTHLY MORTGAGE OR RENT PAYMENTS \$			
<input type="checkbox"/> RENT <input type="checkbox"/> OWN															
MAKE OF AUTO			YEAR		IF FINANCED, BY WHOM				BALANCE OWING		MONTHLY PAYMENTS \$				
1.															
2.															
LIST CREDIT CARDS & ACCOUNT NUMBERS						BANK NAME & ACCOUNT NUMBER									
1.						CHECK SAV <input type="checkbox"/> <input type="checkbox"/>									
2.						CHECK SAV <input type="checkbox"/> <input type="checkbox"/>									
ARE YOU A COMAKER ON ANY OTHER LOANS? <input type="checkbox"/> Yes <input type="checkbox"/> No								HOW MUCH? FOR WHOM?		TO WHOM?		HAVE YOU EVER TAKEN BANKRUPTCY? <input type="checkbox"/> Yes <input type="checkbox"/> No HAVE YOU ANY LEGAL PROCEEDINGS PENDING AGAINST YOU? <input type="checkbox"/> Yes <input type="checkbox"/> No			

STATEMENT OF TOTAL INDEBTEDNESS AND LIABILITIES (This Section Must Be Answered - Attach Additional Listing If Necessary)

[illegible]

I PRESENT THIS APPLICATION TRULY AND CORRECTLY STATED TO THE BEST OF MY KNOWLEDGE AND FOR THE PURPOSE OF OBTAINING CREDIT FROM THIS CREDIT UNION I HAVE NO OTHER DEBTS.

SIGNATURE

(Name of Member-Applicant)

CONSENT FORM VOCABULARY

COMPETENCY: Read and interpret job-specific materials. (2)

OBJECTIVE: Interpret vocabulary from context clues.

DIRECTIONS: Read the consent form about drug tests and searches. Make a list of the underlined words and write their meanings in your own words. If you need help, use a dictionary.

EMPLOYEE/APPLICANT CONSENT TO TESTING AND SEARCHES FOR DRUGS

As part of its program to provide a safe and healthy work environment for its employees, Crabcake Press periodically tests applicants for employment and current employees for drugs and alcohol.

If a test is determined to be positive, the results will be considered in any employment decision and may result in a rejection of an application for employment or discipline up to and including discharge, for current employees if current usage would prevent satisfactory job performance.

Possessing, purchasing, selling, attempting to sell or to purchase drugs or alcohol on company premises or on company time is specifically prohibited and may result in discipline up to and including discharge. Crabcake Press reserves the right to search lockers, desk, cars, lunch boxes, briefcases and other areas as part of this program.

I, _____, have read the foregoing statement and understand that as an applicant or employee I may be required as a condition of employment to take urine tests which may disclose usage of drugs or alcohol, or which may reveal substance abuse or chemical dependency.

I hereby consent to such testing and to the disclosure of the results of such test to the Company for its use and internal communication. I release and discharge the Company and any laboratory which performs analysis from any claim or liability arising out of such tests including, without limitation, the testing procedures, the analysis or the disclosure of its results.

I further consent to searches of lockers, desks, cars, lunch boxes, briefcases and other areas located on company premises which may belong to or be assigned to me.

I further consent to avoid any contact with drugs or alcohol during working hours or on Company property.

Signed _____ Date _____

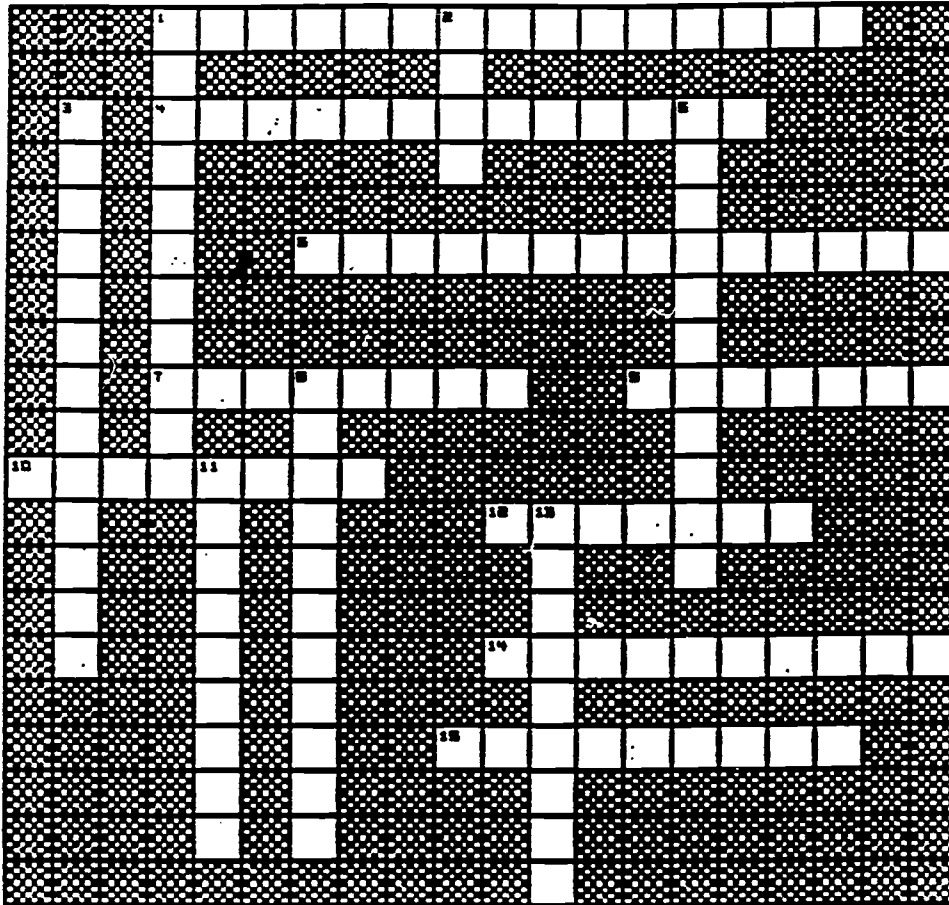
Witness _____ Date _____

ABBREVIATIONS CROSSWORD

COMPETENCY: Read and interpret abbreviations and symbols. (3)

OBJECTIVE: Become familiar with workplace-specific abbreviations and vocabulary.

DIRECTIONS: Complete the following crossword puzzle:



WORD LIST

attention
composition
customer service
department
drawing
each
extension
federal
holiday
hours
included
lithography
manufacturing
minutes
no later than
overtime
package
quantity
regular
specifications
telephone
year-to-date
vacation

ACROSS CLUES

1. CS (2 WORDS)
4. MFG
6. SPECS
7. INC
9. DWG
10. QUANT
12. PKG
14. DEPT
15. EXT

DOWN CLUES

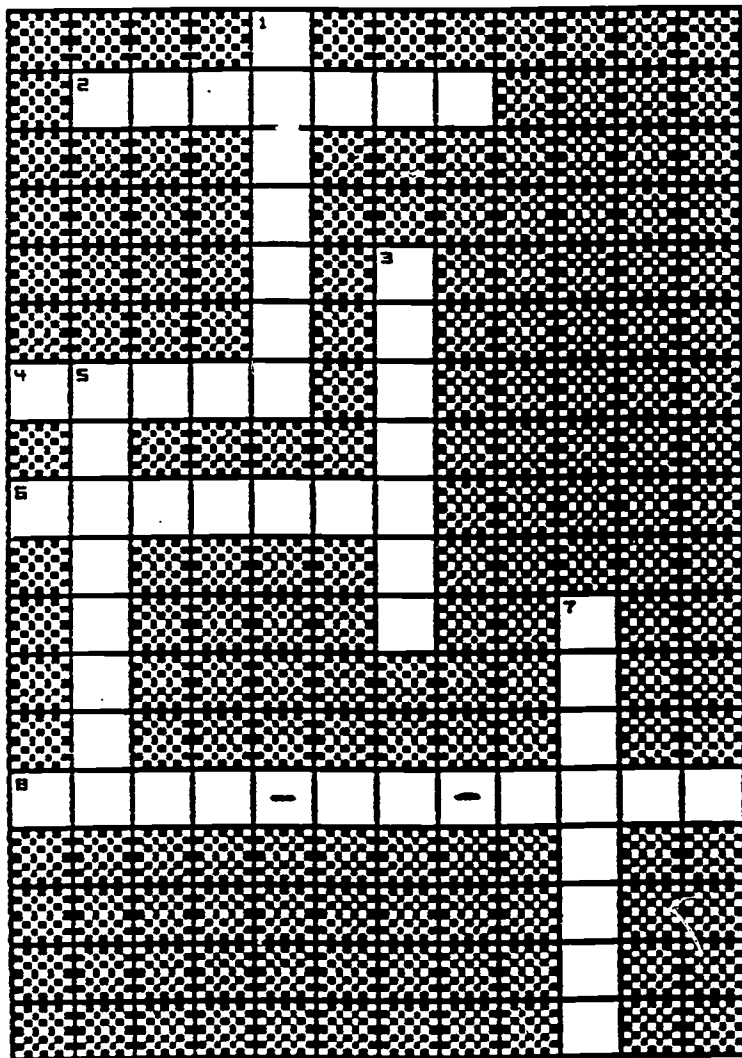
1. COMP
2. EA
3. MFG
5. NLT (3 WORDS)
8. LITH
11. TEL
13. ATTN

PAYCHECK CROSSWORD

COMPETENCY: Read and interpret abbreviations and symbols. (3)

OBJECTIVE: Become familiar with workplace-specific abbreviations and vocabulary.

DIRECTIONS: Complete the following crossword puzzle:



WORD LIST

attention
composition
customer service
department
drawing
each
extension
federal
holiday
hours
included
lithography
manufacturing
minutes
no later than
overtime
package
quantity
regular
specifications
telephone
year-to-date
vacation

ACROSS CLUES

2. HOL
4. HRS
6. REG
8. YTD (3 WORDS)

DOWN CLUES

1. M*N
3. FED
5. OT
7. VAC

UNDERSTANDING A PAY STATEMENT

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand information on a pay statement.

DIRECTIONS: Read each question. Underline a key word in the question. Scan the pay statement for the key word and the information to answer your question.

1. How many hours did Ms. Doe work this week?
2. How many hours overtime did she work this week?
3. What was the pay period?
4. What date was the paycheck issued?
5. What was her gross pay this pay period?
6. What was her gross pay for the year to date (YTD)?
7. How much did she pay in Social Security Tax this pay period?
8. How much did she pay in Social Security Tax YTD?
9. What is her straight time pay rate?
10. What is her overtime pay rate?
11. Mrs. Doe has her paycheck deposited directly into her checking account. What was the amount of her direct deposit?
12. How many deductions from her net pay does she have?
13. What does "gross pay" mean?
14. What does "net pay" mean?

27

6

JOB JACKET INSTRUCTIONS

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: Read and interpret job jacket instructions.

DIRECTIONS: Read the information from the Crabcake Press Job Jacket and answer the following questions:

PAGINATION: i to xii, 245 to 448

BLANKS: vi, xii, 284, 312, 326, 330, 364, 388, 426, 442, 447, 448

POSITION REGULAR TEXT BY: heads and outside

POSITION SPECIAL PAGES BY: type page corner marks

PUNCHING: position & punch pages to the margins above.

OPTI: Shoot all copy S/S. Good CRT copy. Send opti flats to litho for halftone negs to strip in

STRIPPING: Strip in halftones into opti flats. Position to center between the captions, r. heads and outside of the text pages. See sample book for example. Strip in halftones negs on pages 247, 248, 249(2), 254(2), 256, 257, 258, 259, 288(2), 289, 292, 293, 294, 295

PLATEMAKER: Please position flats to center on Miehle plates. (Do not use crab plates.)

MIEHLE PRESS: Please print halftones as sharp as possible. The customer wants top quality printing. Additional paper has been allowed for the printing of halftones throughout.

FINISHING: Send folded sigs to Oyster Bindery. The front end leaf is pre-printed and on hand at Oyster. Sample herewith. (Sample attached to Oyster copy of this jacket.)

1. How many blank pages will there be on this job?
2. Should the platemaker use Crab Plates?
3. Where will this job be bound?
4. How should regular text be positioned?
5. What does Litho have to do to the opti flats?
6. How should special pages be positioned?
7. Where can the front end leaf be found?
8. Why has additional paper been allowed?

UNDERSTANDING SEQUENTIAL DIRECTIONS

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: Read and interpret sequential directions.

DIRECTIONS: Read the following information from a Crabcake Press Job Jacket to answer the questions.

CHEMCO: Shoot covers & text all S/S.

STRIPPING:

Strip text per margins above. Strip in H.T. and Legends on pages 27(4), 31(3), and 35(3).

Strip 1/Color covers. Position as marked, also refer to sample cover, and planning layouts. Strip for versions (A) with Postal Indicia on cover 4. *The Pressman will hone off the Indicia for Version (B).

MILLER PRESS:

There are two Versions of Covers:

Version (A) with Postal Indicia on Cover 4.

Version (B) without Postal Indicia on Cover 4.

*AFTER PRINTING VERSION (A), HONE OFF THE POSTAL INDICIA ON COVER 4, AND PRINT VERSION (B).

MIEHLE: Additional Paper has been allowed for printing of Halftones.

FINISHING:

"Job Split Binds"

2600 Copies Version (A) with Postal Indicia on Cover 4.

1400 Copies Version (B) with Postal Indicia on Cover 4.

1. Who will work on the job first?
2. Which cover should be printed first?
3. Should Version (A) or Version (B) be bound first?

BILLING ISSUES I

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand billing issues.

DIRECTIONS: Skim the two pages on billing issues to see how they are organized. Then locate the answers to these questions:

1. If a customer orders a book in New York to be delivered in Maryland, does he pay sales tax?
2. If the customer refuses to pay the tax, what should you do?
3. If a customer orders a book at a convention, to be shipped to Texas, does he pay sales tax?
4. If a customer buys and pays for a book at a convention, to be shipped to his home, does he pay shipping and handling?
5. If a book store orders books, are shipping and handling charges added?

CUSTOMER FEELS HE SHOULD NOT PAY SALES TAX

- I. Ask customer for information
 - A. Name and billing address
 - B. Invoice number
 - C. Where and how order was placed
- II. Pull invoice
- III. Sales tax is charged when:
 - A. Books are to be delivered in the states of Maryland, California, and Pennsylvania where our corporate offices are located.
 - B. When ordered through a salesperson
 - C. If ordered and not paid for at meeting or convention but being billed and shipped to one of our taxable states.
- IV. If customer comes under one of these categories:
 - A. Inform customer of reason for charging sales tax
 - B. If O.K. no action is necessary
 - C. If still refusing to pay:
 - 1. Instruct customer an exception will be made this time only! Future orders will be charged sales tax.
 - 2. Instruct customer to pay invoice minus sales tax.
 - 3. Send invoice and note to A/R to write off tax.
 - D. If customer does not fit one of these categories:
 - 1. Instruct customer to pay invoice minus tax.
 - 2. Send invoice and note to A/R to write off tax.
- V. If customer orders book in one state but book to be delivered in another state, by law he will be charged the sales tax of the state the book is to be billed in.

CUSTOMER FEELS HE SHOULD NOT PAY S & H CHARGES

- I. Ask customer for information
 - A. Name and billing address
 - B. Invoice number
 - C. Where and how order was placed
- II. Pull invoice
- III. Shipping and Handling charges are not charged when:
 - A. Customer prepays with a check
 - B. Salesperson has delivered book personally
 - C. Book is bought and paid for at a convention
 - D. Special request by Crabcake Press personnel, via pouch delivery.
 - E. Bookstores pay only shipping charges
- IV. If a customer meets one of these requirements:
 - A. Instruct customer to pay invoice minus S&H charges
 - B. Send invoice to A/R with note to write off S&H charges
- V. If customer does not meet one of these requirements:
 - A. Inform customer of requirements
 - B. If O.K. no action is necessary
 - C. If he still refuses to pay:
 1. Instruct customer that an exception will be made this time only! With future orders, unless requirements are met, S&H charges will apply.
 2. Instruct customer to pay invoice minus S&H charges
 3. Send invoice to A/R with note to write off S&H charges

FINISHING

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: Read and interpret written instructions.

DIRECTIONS: Read the information from the Crabcake Press Job Jacket and answer the following questions.

FINISHING: The customer will supply 3-1/2" disk pouches (CODE MO1) and 5-1/4" disk pouches (CODE MO2), Sweepstake promo stickers (CODE MO5) and slipcases (CODE MO3)

Crabcake will supply the perfect bound book, warranty card, special order bulk cartons (CODE MO4), and Sweepstake promotional insert sheet (CODE IO1). More info and copy to come.

Using the above components Crabcake will collate the perfect bound book with the warranty card under the front cover, the Sweepstake promo sheet, 3 1/2" disk pouch, 5 1/4" disk pouch into the accolade style slipcase box. Shrinkwrap 3/4 mil tight and place Sweepstake promo sticker over the existing "burst" on the front of the box on the film. Then pack finished packages in special order cartons.

1. What type of binding will the book have?
2. Who will provide the Sweepstake promo stickers?
3. Where should the warranty card be placed?
4. Before you attach the Sweepstake promo sticker, what should you do?
5. Who supplies the special order bulk cartons?
6. Where do the disk pouches go?

HAZARDOUS WASTE

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To follow written instructions.

DIRECTIONS: Read the Hazardous Waste Memo from Dan Smith to find the answers to these questions:

M E M O

TO: Print Department Employees
FROM: Dan Smith
RE: HAZARDOUS WASTE
DATE: August 14, 1992

We are now required to limit the amount of hazardous waste inside our plant. Effective immediately we will take the hazardous waste drums away from each of our presses. Waste accumulated at the presses will be brought to the pre-make ready washroom and dumped in the appropriate drums. The law also requires us to provide secondary containment for each drum as a precaution for a leak/spill. We have purchased a vessel for containment. All liquid waste drums must be kept on the pallet provided above this vessel and remain covered when not dumping. Press personnel will be responsible for dumping waste in the proper drums and replacing the cover. If the waste to be dumped is solvent, it may be placed in the drum next to our washing machine. Press solvent can be cleaned in our system and used for the washing of parts.

Pre-make ready personnel will ensure the drums are above the vessel, labeled with (yellow) hazardous waste stickers and the start accumulation date noted. They will also remove full drums to our outside satellite storage area. Note: Before drums can be stored in the satellite area all unrelated information written on the drum tops and sides (labels, etc...) must be painted over with spray paint. The only label permitted on the drums is the (yellow) hazardous waste sticker.

Following these requirements will provide easier and safer handling of our waste. It will directly reduce our waste and lower disposal costs. A gallon of clean NPA solvent costs approximately \$4.22. A drum of hazardous waste costs the company approximately \$70.00 to dispose of. If the drum is found to have rags or other debris the cost rises to \$350.00! If everyone follows procedures we can save our company unnecessary costs. Thanks for everyone's cooperation.

1. Where will hazardous waste be kept now?
2. Where was it disposed of before this memo was written?
3. What are the two things press employees have to do with hazardous waste?
4. List the four duties of pre-make ready personnel.
5. Why is it important to not put rags in with the hazardous waste?

ENVIRONMENT INSPECTION

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand inter-office memos.

DIRECTIONS: Read the memo and answer the questions below:

M E M O

TO: ALL PRESS ROOM/PRE-PRESS EMPLOYEES
FROM: JOE PIDGEON
DATE: 8/15/92
RE: ENVIRONMENT

The Department of Environment Inspector for the State of Maryland has visited this plant twice recently and was very concerned with the number of open solvent and ink containers and the level of solvent in the air as a result.

Not only does this mean costly fines for our company, but it also could result in a plant shutdown if we do not follow a strict practice of keeping lids on these containers.

Effective immediately, I must insist that each of you ensure that there are no open containers in any area at any time. Lids must be replaced immediately after you have taken whatever volume of toner, ink, or solvent and this procedure cannot be forgotten. I know I can count on everyone to make sure this happens.

For your information, we will be supplying training for handling hazardous waste (inks, etc.) over the next few days and this will assist greatly in everyone's confidence level that we are operating in a safe environment.

Please do not underestimate the seriousness of this important procedure and the need to handle these materials safely.

Thank you.

1. What problem is the subject of this memo?
2. What two things could happen if the problem is not corrected?
3. What two actions are mentioned to solve this problem?

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MAIL HANDLING PROCEDURES

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand office procedures.

DIRECTIONS: Read the memo from Beth Jones on mail handling procedures to answer these questions:

M E M O

TO: ALL MANAGEMENT/OFFICE STAFF
FROM: BETH JONES
RE: MAIL PROCEDURES
DATE: SEPTEMBER 13, 1992

Effective Monday, September 16, 1992 the procedure for mail will be as follows:

OUTGOING MAIL

1. Outgoing mail will be handled at the receptionist area. There are 3 bins provided for general mail.
Bin 1 - Ridgefield Park which is sent at the end of the work day and delivered at 2:00 PM the next day.
Bin 2 - Energy Parkway which is picked up at 10 AM and 3 PM each day.
Bin 3 - Postal Service mail is picked up each morning between 9 AM and 11 AM.
Note: Be sure to advise the receptionist if postage is needed on your mail.

Packages for Federal Express or Emery delivery service may be left at the receptionist area under the mail bin table. Please fill out the Federal Express or Emery Delivery Voucher completely (you must include the person's name who is sending the package). If the receptionist receives an incomplete voucher your package may be returned or delayed.

INCOMING MAIL

1. Mail slots have been provided for all management and office staff personnel. It will be each department's responsibility to have their interoffice and incoming mail picked up by designating an individual from your area.

Interoffice mail should be delivered to all mail slots.

2. Incoming mail will be put in the mail slots at 11:30 and 5:00.

1. If you put an out-of-town letter in outgoing mail at 1 PM, when will it be picked up?
2. What is the receptionist's responsibility for outgoing mail?
3. What do you have to do to send a package by Federal Express?
4. You are the person who is to pick up mail for your department. When would be the best time or times to pick it up?

DISTRIBUTION OF OVERTIME

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand overtime scheduling.

DIRECTIONS: Read this section of the union manual on Distribution of Overtime to find the answers to these questions:

DISTRIBUTION OF OVERTIME

The Company will distribute overtime as uniformly as practicable among qualified employees within a department, on a shift, within a job classification.

- A. Preference will be given for occasional daily overtime to the employee who has worked all day on the job involved. Preference will be given for scheduled overtime from Monday through Friday to the crew that the Company assigned to the equipment.
- B. All overtime hours are to be recorded and kept posted up-to-date by Tuesday of each week in all departments. Duplicate copies of all recorded overtime to be furnished each chief steward and chairman of Grievance Committee. All departments' recorded overtime will be reviewed at the regular monthly grievance meeting by the Industrial Relations Manager and the Grievance Committee.
- C. Overtime will be rotated among all qualified departmental employees on the shift until each has been offered one turn, after which rotation will start anew. The qualified department employee requested to work will be the employee with the lowest amount of recorded overtime. Should additional employees be needed to fulfill the overtime requirements, they shall be selected from the plant list within the shift and job classification concerned.

1. List the three places where you could see a listing of overtime hours.
2. How is overtime offered fairly to employees in the same department and on the same shift?
3. Who will get preference for occasional daily overtime?
4. Who will get preference for scheduled weekday overtime?

PRINTING HISTORY

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To preview and read a selection and recall details.

DIRECTIONS: Preview pages 13-middle of 15 in Pocket Pal by reading the headings and skimming the first sentence of each paragraph. Then read the selection and try to answer the questions without looking back.

1. Benjamin Franklin learned printing in:
a. England b. Boston c. New York d. Philadelphia
2. Franklin's pride in being a printer is demonstrated by:
a. his publishing of Poor Richard's Almanack.
b. his help in setting up over forty printing plants.
c. his efforts to bring a printing press from England.
d. his calling himself a printer in his will.
3. We can conclude about Isaiah Thomas that:
a. his printing business was destroyed by the British.
b. he could not read or write.
c. he did not become a printer until he was in his forties.
d. he served in the American Army during the Revolution.
4. Typesetting machines were developed:
a. in the 1900s.
b. by an English printer.
c. 400 years after printing was invented.
d. during the Revolutionary War.
5. The first practical typesetting machine was developed by:
a. Dr. William Church c. Tolbert Lanston
b. Ottmar Mergenthaler d. Washington Ludlow
6. The order in which book illustrations were developed is:
a. copperplate, woodcuts, copper intaglio, steel engravings.
b. woodcuts, copper intaglio, copperplate, steel engravings.
c. woodcuts, copperplate, copper intaglio, gravure.
d. woodcuts, copper intaglio, steel engravings, gravure.

CONTINGENCY PLAN

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To understand emergency procedures.

DIRECTIONS: Read the memo to find the answers to these questions:

1. What is a contingency plan?
2. How is hazardous waste kept?
3. Where is hazardous waste kept?
4. In a waste drum full of dirty solvents, is there more ethanol or isopropyl acetate?
5. What is the worst thing that could happen to this waste?
6. What is the first thing the emergency coordinator will do in case of a spill?

M E M O

RE: Contingency plan and emergency procedures in the event of a hazardous waste emergency

LOCATION:

Hazardous Waste is stored in a fenced area behind the building. Access can be made through the building, on foot, or around the left end of the building by vehicle. There is an unpierced two hour FM rate fire wall between the hazardous waste storage area and the building.

STORAGE METHOD:

The waste is stored in 55-gallon drums that are sealed. In practice, the drums are filled, labeled, and sealed in the building and are then put outside for storage until disposal. The area is inspected weekly for leaky drums and improper storage and labeling.

NATURE OF WASTE:

The waste drums contain either or both of the following:

- A) Dirty Solvents - these solvents are used to clean printing press equipment after a job, and contain gravure ink residue and possibly traces of oil or grease. These solvents can be a combination of the following, listed in order of quantity used:
- Normal Aropyl Acetate
 - Ethanol
 - Toluol
 - Methyl Ethyl Ketone (MEK)
 - Isopropyl Acetate
 - Isopropanol
- B) Waste, surplus or unusable gravure inks - these consist of solvents described in "A" above for at least 60% of the volume. The remaining 40% are ink solids, approved by the FDA for Food Packaging. There are no heavy metals in these solids.

NATURE OF EMERGENCY:

Due to the nature of the waste, the only emergencies that can occur involve individual drum spills, with a very low probability that this is accompanied by burning of the spilled material.

GOALS OF EMERGENCY CONTROL:

- o Check and clear waste area of personnel
- o Keep other personnel inside building
- o Evacuate building if necessary
- o Put out fires if any
- o Clean up spills

PAPER

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To read a selection and recall details.

DIRECTIONS: Read pages 156-the top of 158 in Pocket Pal, looking for the main idea of each paragraph and seeing how the details develop this idea. When you finish, try to answer these questions without looking back.

1. Why is it important for people in the printing industry to know about paper?
2. Two important characteristics of paper are:
 - a. cost and quality
 - b. printability and runability
 - c. optimum results and minimum problems
 - d. weight and surface
3. Pulp is most often made from:
 - a. kenof b. bagassee c. wood d. hemp
4. A disadvantage of mechanical pulping is:
 - a. It is relatively expensive
 - b. It only uses part of the wood
 - c. It is a difficult process
 - d. The paper may not be strong
5. The pulping process which does not involve cooking wood chips is:
 - a. mechanical c. semi-chemical
 - b. chemical d. thermo-mechanical
6. The pulping process which produces the strongest paper is:
 - a. sulfate b. sulfite c. mechanical d. TMP
7. The main advantage of thermo-mechanical pulping is:
 - a. It produces stronger paper
 - b. It costs less
 - c. It doesn't need to be strengthened by chemical pulping
 - d. It reduces fiber damage
8. How many stages can be used in bleaching?
 - a. 2 - 5 b. 3 - 7 c. 3 - 9 d. 5 - 8
9. A newer method of treating pulp is:
 - a. refining b. beating c. sizing d. bleaching
10. Which of these is not added to pulp during refining?
 - a. clay c. titanium dioxide
 - b. pigments d. aluminum

SEXUAL HARASSMENT

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To read for details.

DIRECTIONS: Read the Crabcake Press Sexual Harassment Policy statement. Then answer the questions.

1. According to the policy statement, can sexual favors be demanded as a condition of employment?
2. When should sexual harassment offenses be reported?
3. To whom should an employee report an harassment act?
4. What responsibility do managers and supervisors have regarding sexual harassment?
5. Does company policy allow someone to intimidate or offend an individual through sexual harassment?
6. How will the company determine whether an incident is personal or employment-related?
7. If employees have questions regarding discrimination or affirmative action, where can they turn for answers?

SEXUAL HARASSMENT POLICY

It is against the policies of this company for any employee, male or female, to sexually harass another employee by (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or (b) making a submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile or offensive working environment by such conduct.

Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately (within 48 hours after the alleged harassment occurs) to the Personnel Manager. In her absence the report should be made to the President. It is the responsibility of the Supervisor and Manager to recognize and report any act that might be construed as a sexual harassment.

The Company recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminate employment effect requires a factual determination based on a thorough investigation of the circumstances. Given the nature of this type of discrimination, the Company recognizes also that false accusations of the sexual harassment (as well as any other listed forms of harassment) can have serious effects on innocent women and men. We trust that all employees of the company will continue to act responsibly to establish a pleasant working environment free of all forms of discrimination. The Company encourages any employee to raise questions he or she may have regarding discrimination or affirmative action with the Company's Personnel Office.

LABELS

COMPETENCY: Read workplace materials to locate information. (4)

OBJECTIVE: To read for details.

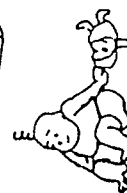
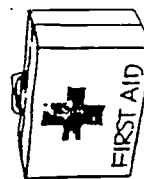
DIRECTIONS: Read "What Goes on the Labels?" and answer the questions.

1. What are the kinds of principal hazards noted on the label?
2. Which is more dangerous--a product labeled warning or a product labeled dangerous?
3. List three types of precautionary measures that may be listed.
4. What type message is the following: Get victim to fresh air and get medical help immediately?
5. Should the "Chemical Stuff" shown in the picture be used in a closed garage?

What goes on the LABELS?

Every container of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. That makes it easy to find out at a glance about the chemical's possible hazards, and the basic steps you can take to protect yourself against those risks. The label may use words or symbols to tell you:

1. Common name of the chemical.
2. Name, address, and emergency phone number of the company that made or imported the chemical.
3. Signal Word. In order of seriousness, signal words are ranked: danger, warning, caution.
4. Principal hazards:
The physical hazards (Will it explode or catch fire? Is it reactive?)
The health hazards (Is it toxic? Could it cause cancer? Is it an irritant?)
Precautionary measures, including basic protective clothing, equipment, and procedures that are recommended when working with this chemical.
6. First-aid instructions.
7. Proper handling and storage instructions.
8. Special instructions concerning children.



If a container you are handling has no label, notify your supervisor and ask for instructions.

A lot of valuable information can be found on the label. But if you don't find everything you need, refer to the MSDS.



RECYCLING ALUMINUM

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To follow simple instructions.

DIRECTIONS: These directions for recycling aluminum are hanging in the Crabcake cafeteria. Read them to answer these questions.



ALUMINUM



All aluminum beverage or food cans.

Aluminum does not attract a magnet.

1. Rinse, removing food particles.
2. Allow to dry.
3. Crush or flatten the container.

Note: If you're not sure if a can is aluminum or tin, see if your refrigerator magnet sticks to its side. If the magnet doesn't stick, it's aluminum.



NO Aluminum Foil. Aluminum Pans. Aluminum Siding or Chairs. Windows frames.

1. Before you stomp on your cans what should you do?
2. How can you tell if a can is aluminum?
3. List two things you can't put in with the cans.

DUTIES OF A TRUCK DRIVER

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: Apply a set of directions to workplace activities.

DIRECTIONS: Read the "Duties of a Truck Driver" to find the answers to the questions.

DUTIES OF A TRUCK DRIVER

- * Check today's box and line up all tickets for one direction.
- * Be pleasant and courteous to customers. You are a company salesman and you should represent your company well.
- * Before leaving, check oil, battery, and tires.
- * Call in at least once in case we have to give you instructions.
- * Get credit cards in morning and return after the day's deliveries.
- * Make sure you have maps of the area you will be delivering in.
- * Follow schedule as fast and close as possible. Be sure to return by 4:30 even if it means missing a few deliveries.
- * NEVER PICK UP ANYONE ON THE ROAD.
- * If you are low on gas when returning, fill up the tank.

1. How do you pay for gas?
2. Why should you call in during the day?
3. Why should you check over the tickets?
4. It is 4:15 and you have three more deliveries on the truck. What should you do?
5. What should you do before you leave the plant to make deliveries?

BOOKBINDING

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To place steps in a process in sequential order.

DIRECTIONS: Use the description of edition binding in Pocket Pal, pages 151 and 152, to put these steps in the correct order.

- _____ Glue the super to the backbone.
- _____ Gather the signatures and sew them.
- _____ Fold the printed sheets into signatures.
- _____ Assemble the book and cover.
- _____ Trim the edges.
- _____ Roll the backbone.
- _____ Put glue on the sewed edges.

TELEPHONE POLICY

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: Apply a set of directions to workplace activities.

DIRECTIONS: Read the following directions for answering the phone to find the answers to the questions.

TELEPHONE POLICY

1. Answer your phone by the third ring.
2. Use these four answering courtesies:
Greet the caller
Give your name
State your department
Offer to help
3. Take responsibility for routing calls correctly.
4. Always announce your transferred calls.
5. Do not keep anyone on hold for more than 30 seconds.
6. If you hear a phone ringing, answer it! You can touch the "Pick" button twice and the call will come to you. You can pick up any other call in the department with "Pick Pick." This should be done when another phone rings four or more times.
7. Learn to listen.
8. Respond and return calls when promised.

When following these guidelines, the objective of providing Quality Customer Service is met.

QUESTIONS

1. If you worked for this company, what would you say when you answered your phone?
2. Re-write Instruction #3 in your own words.
3. Why should you pick up other calls after four rings?
4. What does "learn to listen" mean?

DRUM GRAB

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To understand illustrations.

DIRECTIONS: Use the directions and drawing on "Using the Fork Mounted Drum Grab" to do the following:

1. Mark the "T" bolts with an A.
2. Mark the upper rolling rib of the drum with a B.
3. Mark the drum grab's fork pockets with a C.
4. Mark the grab jaws with a D.

Using The Fork Mounted Drum Grab

- 1) Place unit on floor or flat surface easily accessible to fork truck. Be sure that "T" bolts are sufficiently unthreaded to allow forks to enter pockets.
- 2) Carefully slide forks (do not use fork extensions) into drum grab's fork pockets. Be sure slide forks are in pockets as far as possible.
- 3) Hand tighten "T" bolts to secure unit to forks. (hand tool may be used but is not necessary.) Recheck bolts periodically during use for tightness.
- 4) If not already done, unfold grab jaws.
- 5) Raise unit and approach drum so that the jaws come in contact with the drum just below the upper rolling rib of the drum. (Figure 2)
- 6) Move unit forward onto drum, lowering jaws slowly as you move. Jaws will open and close around drum. (Figure 3)
- 7) When jaws surround drum, raise forks until jaws rest under upper rolling rib. Drum can now be raised and moved where desired. (Figure 4)
- 8) To release drums, return to floor, lower forks to above lower rib and pull back.

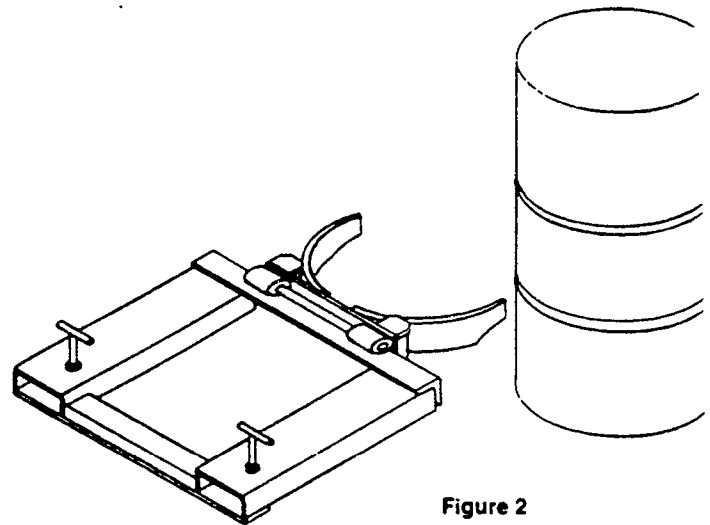


Figure 2

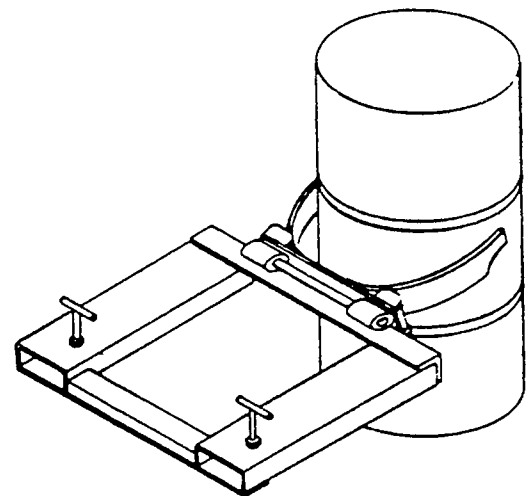


Figure 3

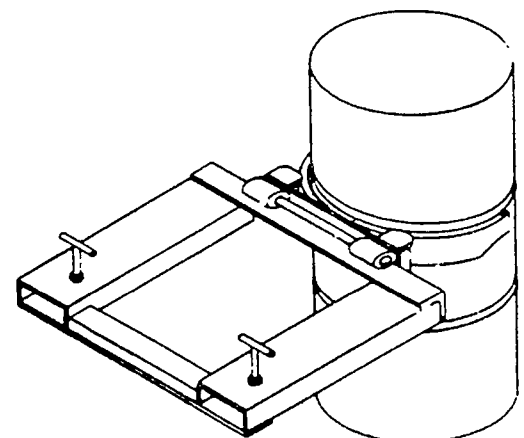


Figure 4

For Other Wesco Drum Grab Models:

(A) Model DJ-30

Follow same procedure as above.

(B) Models DJ-255 and DJ-230

Follow same procedure with two drums at same time. For easier pickup, drums should touch each other. Be sure that drum weights are similar to insure balanced load.

(C) Model ADJ-53 (Adjustable)

Operation is same as DJ-55 except jaws must be properly positioned for 55 or 30 gallon drums:

- (1) 55 gallon - Both jaws outside/lower.
- (2) 30 gallon - Both jaws inside/upper.

Jaws are positioned by raising to 90° and sliding up or down shaft. For upper position, hold jaw in position when lowering to insure catching stop rod.

(D) Model ADJ-253 (Adjustable)

Follow jaw positioning instructions for ADJ-53. Follow use instructions for DJ-255

UNDERSTANDING WRITTEN INSTRUCTIONS

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: Read and interpret written instructions.

DIRECTIONS: Read the following information from the Crabcake Press Job Jacket. Then answer the questions.

Release for cover and 4-color section

CHEMCO: Shoot art for cover 1 at s/s. Make 1 shot of overlay "A" by itself, and then make a shot of the base art with overlays "B" and "C."

- Shoot copy for top of spine mask at 73%
- Shoot balance of spine copy at s/s.
- Shoot cover 3 at s/s.
- Shoot pages ii and iv at s/s.

STRIPPING: Strip cover per layout herewith.

- Follow sample book for style.
- Follow tissue overlay on base art for cover 1 & spine for breaks and reverses.
- **Note:** Do not use the supplied 4-color neg originals. Make dupes and send originals to client.
- Center cover 4 in trims.
- Cover 2 must cross align with page 1, which is the 4-color section (sig #1). Negs are with 4-color section.
- 4-color negs are on covers 1, 2, & 4. Cover 3 is black.
- See sample for design of spine.
- Strip 4-color section (sig #1) per layout herewith.
- Note that page 1 must cross align with cover 2.
- Insert a 10% screen on page ii. Full bleed. This page is also used for Part I. Make dupe and velox and send to client by 5/21 a.m.
- Page iii is 4-color negs. Dupe negs - originals to client.

MILLER The violet and green must match sample book ws #6079.

1. How many overlays does CHEMCO have to shoot?
2. What should stripping do with the 4-color neg originals?
3. How will stripping know what style to follow?
4. Which covers must CHEMCO shoot?

UNDERSTANDING INSTRUCTIONS

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: Read and interpret written instructions.

DIRECTIONS: Read the following information from a Crabcake Press Job Jacket. Then answer the questions.

RACHWAL:

- 1 Position type page box to the top & left side of REF box "D"
- 2 Note: All pages shoot to 11/16" head margin. Pages with rule at the head, use thin rule to position by. Alphabetical section shoot to the top of the word "alphabetical"
- 3 Position odd pages to the top & right side of the type page box.
- 4 Position even pages to the top & left side of the type page box
- 5 Crop all bleed tabs. Bleed tabs should be 7/16" wide, plus a 1/8" bleed, this should add up to 9/16". See diagram before shooting
- 6 Good CRT copy with some paste-up
- 7 Forms 1 & 2 are being done conventionally

CHEMCO:

- 1 Shoot cover 1,2,4,& spine at s/s
- 2 Shoot halftone for cover 1 at 56%
- 3 Shoot pages 1 to 30 at s/s

STRIPPING:

- 1 Strip cover per layout. Follow trim marks for position. See tissue overlay for instructions. Adjust spine per layout.
- 2 Strip forms 1 & 2 per layout. Follow margins above. Special pages used type marks. Note pages A, B, i-xxxii to come.

FINISHING:

- 1 Do not bind without OK of client.
2. Placement of finished insert to come with approval of client.
- 3 Note: All books will be shrinkwrapped
- 4 Before shrinkwrapping a hang card must be placed over cover 1. Hang card will be supplied by the mailing department. Balance of hang cards should be returned to mailing. After shrinkwrapping there will be a crack & peel label to be put on top of cover 1.
- 5 Split bind: A) 2500 perfect bound; B) 100 T/4/S (T/4/S do not need cover inserts)

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1. What size should bleed tabs be?
2. Who will supply the hang cards?
3. Where should odd pages be positioned?
4. How should pages 1 to 30 be shot?
5. How many books will be shrinkwrapped?
6. How should the Cover 1 Halftone be shot?
7. Where should the hang card be placed?
8. How many perfect bound books will there be?
9. When can binding begin?

INTERPRET SPECIFIC INFORMATION

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: Read and interpret specific information from written materials.

DIRECTIONS: Read the following instructions found on a Crabcake Press Job Jacket. Number the finishing steps in order with 1 being the first step and 5 the last step.

FINISHING:

The customer will supply 3-1/2" disk pouches (Code M01) and 5-1/4" disk pouches (Code M02), sweepstake promo stickers (Code M05) and Slipcases (Code M03).

Crabcake will supply the perfect-bound book, warranty card, special order bulk cartons (Code M04), and sweepstakes promotional insert sheet (Code I01). More info and copy to come.

Using the above components, Crabcake will collate the perfect-bound book with the warranty card under the front cover, the sweepstake promo sheet, 3-1/2" disk pouch, 5-1/4" disk pouch into the accolade style slipcase box. Shrinkwrap 3/4 mil tight. Place sweepstake promo sticker over the existing "burst" on the front of the box on the film. Then pack finished packages in special order cartons.

_____ Shrinkwrap the package 3/4 mil tight.

_____ Get Slipcases, sweepstake promo stickers, and pouches from customer.

_____ Place packages in special order cartons.

_____ Collate the book, sweepstake promo sheet, and disk pouches into the slipcase box.

_____ Attach the sweepstake promo sticker to the front of the box on the film.

PLANT DIAGRAM

COMPETENCY: Read workplace materials to follow directions. (5)

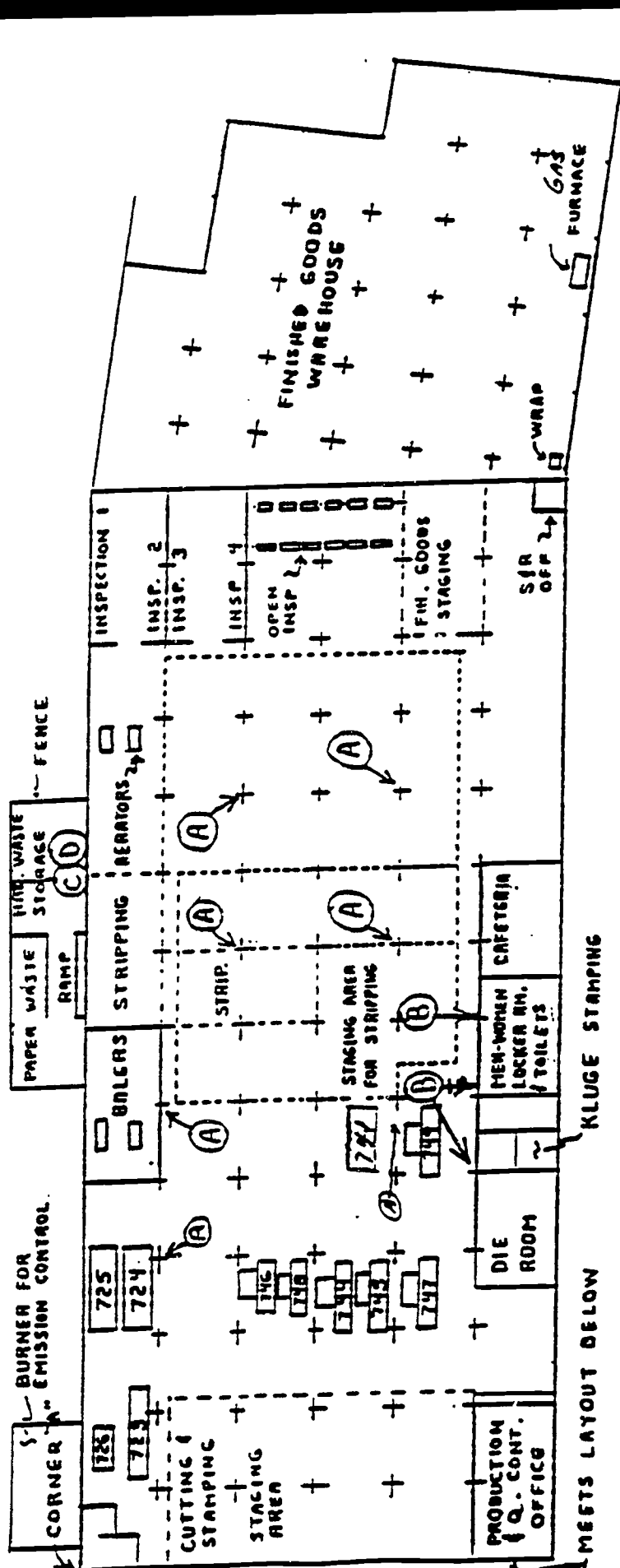
OBJECTIVE: To understand diagrams.

DIRECTIONS: Use the attached plant diagram to answer these questions. The codes for emergency equipment are listed below.

CODE FOR EMERGENCY EQUIPMENT

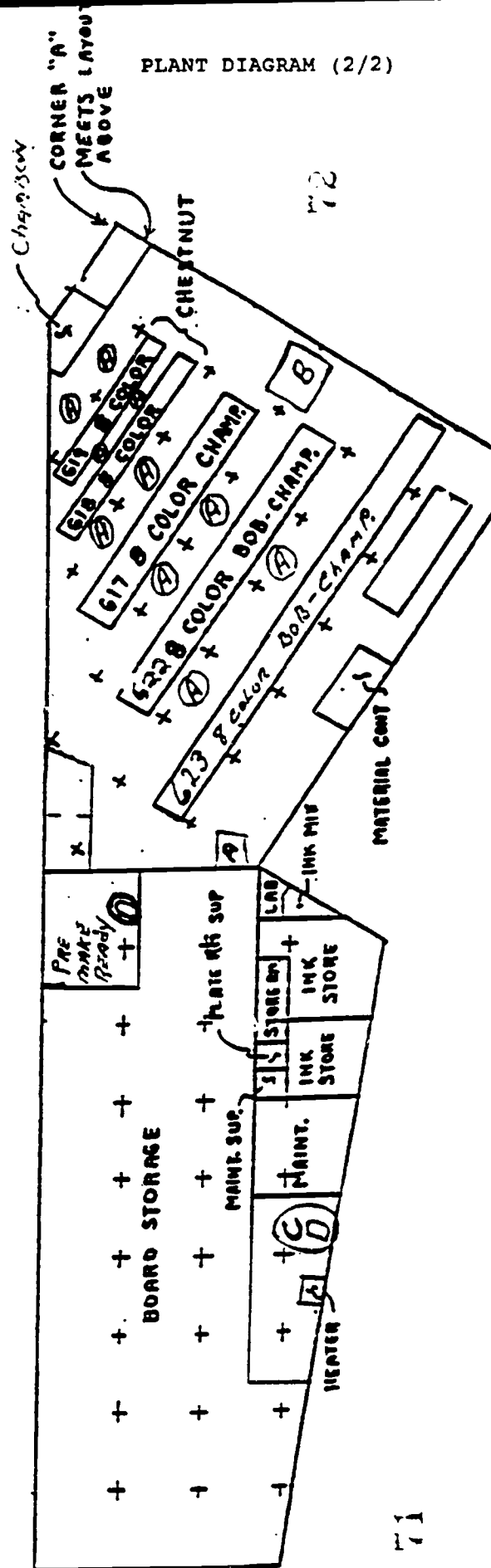
- A - Fire extinguishers
- B - Phone for police, fire department, etc.
- C - Spill absorbing material container
- D - Absorbing containment materials for wet spills

1. You are in the Production and Quality Control Office. You need a fire extinguisher and absorbent material. Put a "1" on the nearest ones.
2. You are in Finished Goods Staging. You need absorbing containment material and containers. Put a "2" on the nearest ones.
3. You are in Pre Make Ready and you need a phone and a fire extinguisher. Put a "3" on the nearest ones.
4. You are in Cutting and Stamping area. Put a "4" on the nearest phone.
5. You are in the Finished Goods Warehouse. Put a "5" on the nearest fire extinguisher, absorbent material and absorbent material container.



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PLANT DIAGRAM (2/2)



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COMPLAINTS

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To read and interpret sequential directions.

DIRECTIONS: Read the following paragraph on complaints from the Crabcake Press Employee Handbook. Then cover this page and answer the questions on the worksheet. Hint: Preview the questions on the worksheet so you will know what to pay attention to as you read.

COMPLAINTS: If you have a complaint or feel dissatisfied over some matter, you are encouraged to make your feelings known. Matters of dissatisfaction should NOT be discussed with fellow employees, but should be handled through the following procedure: First, discuss the matter with your supervisor or department head. If it is not settled to your satisfaction, it may be taken to the plant manager. If you still do not feel it has been satisfactorily resolved, it should be discussed with the president.

DIRECTIONS: Number each step of the complaints procedure in the order it appears in the paragraph. Put an X by the steps that are NOT listed in the complaints procedure.

- _____ Solicit your co-workers' support by passing around a petition.
- _____ Talk with your supervisor or department head.
- _____ Set an appointment to discuss the matter with the president.
- _____ Ask your co-workers for their advice.
- _____ Discuss the matter with the plant manager.

OUTLINING INFORMATION

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To preview a selection to discover organization and main idea.

DIRECTIONS: Preview pages 156-the top of 158 in Pocket Pal by reading the first paragraph and the headings. Take about 30 seconds to do this. Then complete this outline of the section:

I. Introduction

II. Pulping

A. _____ pulping

B. _____ pulping

C. semi- _____ pulping

D. TMP - _____ pulping

III. B1 _____

IV. Beating, Refining and _____

COMPANY RULES

COMPETENCY: Read workplace materials to follow directions. (5)

OBJECTIVE: To understand company rules and procedures.

DIRECTIONS: Read the Miscellaneous section of the Crabcake Press Personnel Policies Handbook. For each situation, answer YES or NO and write the number of the paragraph where you found the information.

1. You ask your 10-year-old daughter to call you when she gets home from school each day to let you know she is home safely. According to company policies is this acceptable?
2. You are participating in the annual March of Dimes walk-a-thon, so you bring in your pledge sheet to see which of your co-workers will sponsor you. According to company policies is this acceptable?
3. You decide to get a part-time job in the evening to help pay for extra bills. You mention this to your supervisor. According to company policies is this acceptable?
4. Your brother surprises you by dropping in at work to see the job he has heard so much about, so you decide to give him a tour. According to company policies is this acceptable?
5. Your spouse calls the office to tell you that your mother has just been in a car accident and is in the hospital. According to company policies is this acceptable?
6. After eating lunch, you notice other employees throw away their trash, and leave crumbs and water rings on the table. According to company policies is this acceptable?
7. To help celebrate the birth of your daughter's first baby, your co-workers put up flyers announcing the event on several bulletin boards. According to company policies is this acceptable?
8. During your lunch break, you call the refrigerator repair service to have a repairperson come out to your house. According to company policies is this acceptable?
9. The new secretary has been with the company for 6 months, and starts wearing jeans and hi-top sneakers to work. According to company policies is this acceptable?
10. You let your supervisor know that you will not be available for overtime on Tuesdays and Thursdays because you have started a part time job. According to company policies is this acceptable?

MISCELLANEOUS

A. Telephone Use: Employees shall not use telephones for personal calls or to conduct personal business during working hours. Please advise your friends and family that you are not allowed to receive calls except in emergency situations. If it is absolutely necessary to place a call during working hours, you must have the approval of your supervisor and we ask that you do so during your lunch break, that you use the pay phone, and that you keep the call as brief as possible. Incoming messages will gladly be taken by the office and given to you as soon as possible.

B. Visitors: The company is always glad to have its employees show their friends and family through the plant, but ask that this be done only after giving advance notice to the plant manager and at an appropriate time mutually agreed to by both the employee and the plant manager. Unscheduled or lengthy visits tend to disrupt production and are therefore discouraged.

C. Moonlighting: It is the responsibility of all employees to report to their supervisors any second jobs they may have, including self-employment. While the company is not opposed to moonlighting, failure to report it is cause for dismissal if, in the opinion of the company, an employee's performance or attendance is affected by this, or if the company's competitive position is in any way threatened.

D. Solicitations/Notices: Contributions should not be solicited nor should subscription lists, notices, bulletins, signs or petitions of any kind be circulated or posted without the approval of the president.

E. Good Housekeeping: Clean, neat surroundings make everyone's job more pleasant, but it takes the effort of every employee to accomplish this. Keep your immediate work area clean and tidy. The lunch area is provided for the convenience of all employees. Don't leave it messy for the person who will be using it next. Clean up the table and dispose of your trash after eating—be considerate of the next person.

F. Morale: Nothing can destroy the working morale of a company as fast as one disgruntled employee who chooses to voice displeasure frequently and to anyone within listening distance. If you are dissatisfied about something, take it up with your supervisor or other appropriate management person. Personal problems should be left at home and not interfere with your attitude or performance on the job. Pride in your work and in your company should take top priority. Good attitudes are contagious and create a good morale. An improper attitude on the job on a continuous basis will be considered cause for dismissal.

G. Closings Due to Weather: In the event of severe weather conditions, such as snow storms and flooding, the president shall be the one to decide if the conditions warrant closing the plant. If the weather conditions are poor before the start of an employee's shift, they should call to find out if the plant has been officially closed.

H. Dress Code: Employees will dress in a manner suitable for the business environment and in such a way as not to be offensive to customers or other employees. No halters, shorts or bare midriffs will be allowed. Office personnel are further restricted from wearing jeans, T-shirts or sneakers. For safety and health reasons, shoes must be worn at all times. If there are any questions about the dress code, please see your Supervisor.

TIME CARDS

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand company rules.

DIRECTIONS: Read this part of the handbook and answer the questions below:

TIME CARDS

A time card will be handed out to each new employee. It is the ONLY basis for your pay check. For this reason, handle it with care. DO NOT ask anyone else to punch your card in or out for you. Also refuse to do this for another employee. If you fail to obey this rule you may be dismissed. Please be sure to have your supervisor explain how to use your time card. This will help you to avoid errors and prevent Payroll from having to make corrections.

In order to simplify records, all time cards will be based on 15-minute intervals. Example: If you work an extra 2 hours and 10 minutes, you will be paid for 2 hours. If you work an extra 2 hours and 15 minutes, you will be paid for the full 2 1/4 hours. If you punch in at 20 minutes past the hour, your hours will not start to count until 30 minutes past the hour.

QUESTIONS

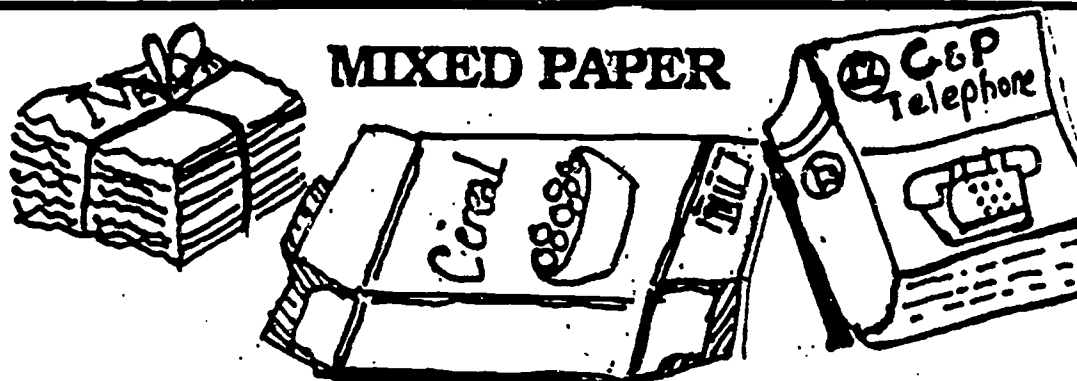
1. Why shouldn't you punch another worker's time card?
2. How can you learn how to fill out your time card?
3. If your shift is 7 to 3, and you punch in at 10 minutes to 7 and punch out at 20 after 3, how much time will you be paid for? (Don't count lunch and breaks.)
4. What is an interval?

RECYCLING MIXED PAPER

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand instructions.

DIRECTIONS: You are in charge of recycling mixed paper in your department. Read directions to find the answers to these questions:



Newspapers, bond paper, wrapping paper, books, lined paper, magazines, catalogs, junk mail, phone books, letters, most envelopes, folders, computer paper, tab cards, color paper, paper food packaging, cardboard and corrugated board.

1. Remove any residue from contents (for example: wipe crumbs from cereal, cookie and kibble cartons.)
2. Flatten all boxes, tubes, cardboard and corrugated board.
3. Pack in brown paper bags, cardboard boxes, or bundles tied with fiber string or twine.
4. Make sure all paper is secure (so it does not fall out.)

Note: Do not use plastic bags to bundle paper materials.

Note: Do not wrap bundles with nylon, plastic cord, rubber bands or panty hose.

NO: Carbon Paper. Waxed or plasticized paper or cartons. Foil-lined paper. greasy paper or pizza boxes. envelopes with cellophane or plastic windows.

1. Why should you pack paper in bags or boxes?
2. Why do you think you shouldn't wrap or tie the paper with plastic, nylon, etc.?
3. Why should you flatten things?
4. You have some unwanted computer printouts. Can you recycle them?
5. Write the underlined sentence in your own words.

FIRE EXTINGUISHERS

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To read and interpret information about safety equipment.

DIRECTIONS: Use the chart describing the types of fire extinguishers used at Crabcake Press to answer the questions below.

TYPES OF FIRE EXTINGUISHERS		
DESCRIPTION	CONTAINS	USED ON
Chrome cylinders with "A"	2 1/2 pressurized water	Class A fires. Paper, wood
Short red cylinder with black cone-shaped fiber nozzle. Labeled "BC"	5 lb. CO ₂ (carbon dioxide)	Class B and C fires. Oil & electrical. Can be used on Class A fires w/ limited effectiveness.
Red cylinder short hose and nozzle. Labeled "ABC"	6 or 10 lb. of dry chemical	Class A, B, & C fires. Paper, wood, oil, electrical.
Red cylinder, short	5 to 10 lb. halon	Computer rooms

1. You see a fire in a pile of oily rags. The nearest fire extinguishers are a silver-colored one with a hose and a red one with a hose and nozzle. Which should you use?
2. Smoke is coming out of your computer. Which fire extinguisher should you use?
3. A pile of paper scrap is on fire. The two nearest fire extinguishers are a red one with a black nozzle and a red one with a short hose. Which one should you use?
4. You see a fire in a corner but aren't sure what is burning. Which would be the best fire extinguisher to use?

BILLING ISSUES II

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand billing issues.

DIRECTIONS: Use the three pages of "Billing Issues" to decide what to do in the following situations:

WHAT DO YOU DO IF:

1. The customer doesn't know his invoice number and you can't find it?
2. The customer received two sets of the same order and paid by credit card?
3. The customer says he already paid by check but is still receiving bills?
4. The customer needs the original invoice and doesn't know the number? (You can find the order.)
5. The customer received two bills and received the order one time?

BILLING ISSUESNEED INVOICE

- I. Ask customer for information
 - A. Invoice number
 - B. Billing name and address
 - C. Date of order
 - D. How was order placed
 - E. What was ordered
- II. If customer has invoice number
 - A. Pull copy of invoice
 - B. If customer does not need original bill, send copy
 - C. If customer requires original billing, type manual invoice and send it to them
- III. If customer has no invoice number
 - A. Pull original order
 - 1. Locate requisition number
 - 2. Look up number in requisition book to get invoice number
 - 3. Pull invoice
 - a. If customer does not need original bill, send copy
 - b. If customer needs original billing, type manual invoice and send it to them
 - B. If no original order can be found
 - 1. See Customer Service Manager to set up temporary invoice number
 - 2. Type manual invoice and mail to customer
 - 3. Give back up to customer service manager so she can alert Accounts Receivable
 - C. If order was sent on a tear-out label
 - 1. Determine if BDNS was processed
 - 2. If not, process a BDNS on 01716 account
 - 3. If it has been processed
 - a. Locate requisition number and look it up in requisition number to find invoice number
 - b. Pull copy of invoice and mail to customer

DOUBLE BILLING SAME TITLE

- I. One copy of book sent, regardless of billing
 - A. Pull invoice and original order
 - B. Credit entire invoice (as is)
 - C. Process a BDNS for single copy of title have it come back to you (04 shipping code)
 - D. Retain copy for file
 - E. Mail new invoice to customer

II. Two copies of book received

A. Open account

1. Pull two copies of invoice and original order
2. Send postage-free label marked HRC and instruct customer to pay one half amount due (remaining balance will be credited upon receipt of return)
3. Forward copy of invoice to Return Specialist
4. Extend billing date with A/R 4 to 6 weeks

B. Credit card

1. Pull three copies of invoice and original order
2. Send postage-free label marked HRC/NC
3. Issue Credit Memo (as is) for one book and one half the shipping and handling from customer's invoice. Forward copies to Return Specialist

ENTIRE INVOICE DUPLICATED

I. Two shipments received

A. Open Account

1. Pull invoice and original order
2. Send postage-free label for return
3. Allow both invoices to stay open so that the return will close one and the payment will close the other

B. Credit card

1. Pull invoice and original order
2. Cancel one invoice (as is) so customer will receive immediate credit
3. Send postage-free label marked HRC/NC
4. Forward copy of return invoice to Return Specialist

II. One shipment received

A. Pull invoices and original orders

B. If delivery of invoices cannot be verified, cancel one invoice regardless of how it was billed

C. If shipment went out UPS, explain to customer both shipments were sent, order has to be traced and a return call will be made to them upon the outcome of the tracer

1. Extend billing date with A/R
2. Have shipment traced

PAID FOR BOOK RECEIVED INVOICE OR LATE NOTICE

- I. Ask customer for invoice number
 - A. Go to A/R screen and see if invoice is open
 1. If closed explain to customer that notice passed in the mail
 2. If invoice is open, pull copy from microfiche
 3. Ask customer when invoice was paid
 - B. If paid by credit card
 1. Check to see if credit card has been processed and applied to invoice
 2. Explain to customer that it has been applied and invoice is just for accounting purposes
 3. If it has not been applied ask for credit card number and expiration date. Send information and copy of invoice with note to A/R to have balance applied to credit card
 - C. If paid by check
 1. Ask customer to send front and back of canceled check
 2. Have A/R place "N" on account to stop further billing
 3. When copy of check has been received, send a copy with a copy of invoice to A/R to have check applied to invoice

PERFECT BINDING JOB PROCEDURES

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand written job descriptions.

DIRECTIONS: Read the job procedures for the perfect binding department to find this information.

1. List the duties of the supervisor (4).
2. List the duties of the binder operator (3).
3. List the duties of the trimmer operator (4).

JOB PROCEDURES - PERFECT BINDING

Procedures to be followed for every job which is run in the perfect binding department:

- 1) The jacket should be read and understood by the supervisor prior to the job going on the binder.
- 2) The log book must be filled out by the operator.
- 3) The binder and trimmer set-up checklists must be filled out completely and initialed by both the appropriate operator and the supervisor.
 - a) A test must be performed to be sure the book and all its parts are functional.
 - b) The supervisor must sign-off on the sample book from which the checklists were filled out before the job can be started. The book must then be put in the designated area.
- 4) A pocket monitor will be used when more than 2 people are feeding pockets and the book has a cover.
- 5) During the run, the binder operator and/or pocket monitor must spot check books coming from the gathering section. The time between spot checks should be no more than the time it would take to have 50-75 bad books.
- 6) The sample lot on every job should be run as soon as the job is running well.

If the job goes to shipping after perfect binding, the trimmer operator is responsible for the specific samples to be picked, marked and placed in the sample carton.

If the job goes to another department after binding, the trimmer operator is responsible to clearly mark the entire sample lot.
- 7) During the run, the trimmer operator must routinely inspect finished books to ensure that there wasn't any deviation from the book approved for the set-up checklists.
- 8) After the job is completed, the supervisor is responsible to make sure that the Count Control Form is completely filled out.

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SALARY STATUS

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand salary issues.

DIRECTIONS: Read the information on salary status and answer the following questions.

SALARY STATUS

WHAT IS IT?

- o Salary status is a benefit provided by Crabcake to employees to provide pay stability as well as recognition of demonstrated good performance and attendance.
- o Our policy states that if a person has at least two years of full time service and has good performance and good attendance, they will be placed on salary status. Good attendance is defined as "receiving no warnings in the past two-year period."
- o In addition, they must have demonstrated a willingness to work other assignments and overtime as needed.
- o After the employee has completed two years of service and met all the performance requirements, the change in status should be initiated with the department supervisor.
- o Salaried employees are paid a biweekly salary that, in some cases, would result in reduced pay for time off for hourly paid employees. Examples would include: Paid time off for occasional absences due to personal hardship, health, or other unforeseen circumstances.

WHAT IT IS NOT!

- o It is not extra vacation.
- o It is not to be used for such things as taking a day off to:
 - * Get your car serviced.
 - * Take yourself or other family members to the doctor, dentist or violin lessons.
 - * Be home when the painter is painting your house.
 - * Pick up your in-laws at the airport, train or bus station.
 - * Take your pet to the animal doctor.

Salary status is to be used for illnesses or when there is a legitimate emergency on the employee's part.

At all times, management has discretion on determining what emergency means.

1. List the four requirements you have to have demonstrated for 2 years to be placed on salary status.
2. What is the advantage of having salary status over hourly pay?
3. List two things for which you could use paid time off if you have salary status.

FOLDING AND TRIMMING

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand workplace-related reading material.

DIRECTIONS: Read about folding and trimming in Pocket Pal, pages 147 to the top of 151. Then answer these questions:

1. You are printing a 12-page pamphlet. How would you fold it?
2. What is collating?
3. You need to stitch a 16-page pamphlet which has to lie flat when opened. What kind of stitching do you use?
4. List three advantages of saddle stitching.
5. You need to trim a poster printed 8 to a sheet. What machine would you use?

TIME OFF

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To determine facts which are not directly stated in the passage.

DIRECTIONS: Preview the two pages of vacation information by scanning quickly the table on page 74, and scanning the first sentence of each paragraph on page 75. Then read each question, decide what key word or words you will scan for, and look for the information you need. Write the answer after each question.

1. If you completed 7 years of service on December 1 last year, how many days of vacation will you get this year?
2. If you were hired on June 1 of last year, how many vacation days will you get this year?
3. If you were hired on May 15 of this year, how many vacation days will you get this year?
4. If you took 8 hours of "light time" during one week and then worked eight hours overtime during the weekend, how many overtime hours will you have for that week?
5. If you leave your job without giving any notice, what will happen to your vacation pay?
6. If you have one year of service, can the company tell you when you have to take all or part of your vacation?
7. What do you have to do to be paid in advance for a scheduled vacation?
8. If you submit a vacation request on May 1 which is for the same week as another employee who submitted his request on January 31, and you have seniority, who will be given the week off?
9. Under what conditions could you carry over some vacation time to next year?

TIME OFF FROM WORK

Although your regular attendance is very important to us, we understand that everyone needs time off for rest, relaxation, family, and civic responsibilities. To accommodate the majority of your needs, we have prepared a comprehensive, paid time off package. We ask that you carefully plan your days away from work and keep unscheduled absences to a minimum.

VACATIONS

The number of paid vacation days available during the calendar year (January 1 through December 31) depends on your length of continuous service. Full-time employees are eligible for paid vacation in accordance with the following schedule:

Company Service	Vacation Eligibility
9 full years of service completed by 12/31 of the preceding year	20 days
4 full years of service completed by 12/31 of the preceding year	15 days
1 full year of service completed by 12/31 of the preceding year	10 days
If Hired During the Preceding Calendar Year	
Hired between 1/1 and 3/31 of the preceding year	9 days
Hired between 4/1 and 6/30 of the preceding year	8 days
Hired between 7/1 and 9/30 of the preceding year	7 days
Hired between 10/1 and 12/31 of the preceding year	6 days
If Hired During the Current Calendar Year	
Hired before 3/31 of the current calendar year	3 days
Hired between 4/1 and 6/30 of the current calendar year	2 days

Vacation benefits will normally be granted in full eight hour days. Your supervisor will schedule vacation requests according to workload in your department. Vacation requests are granted in seniority order if submitted by February 15. The company reserves the right to preclude the same employees from taking the same preferred vacation time periods year after year. The company may also require employees to take vacation during slow periods if the employee receives more than five vacation days per year.

When taken in full 40 hour increments, your vacation pay may be included in the paycheck issued before your vacation starts. To qualify for advance vacation pay, an approved vacation card must be submitted one week prior to your scheduled vacation.

Unless there is an extenuating circumstance approved in writing by your group manager, you will not be able to borrow against next year's vacation. Employees cannot carry over vacation days from one calendar year to the following without similar group manager approval.

Vacation pay normally includes one-half of the night shift differential for those employees who work on a swing shift. If you are regularly assigned to the second or third shift, your vacation pay will include the full shift differential.

Vacation pay may be requested for time lost due to light work, illness, or other personal reasons. In "light work" situations, hourly employees will be allowed to schedule vacation time in four hour increments. "Light work" vacation hours do not count as hours worked when computing daily overtime but count as hours worked when computing weekend overtime. Vacation approved "after the fact" for illness or other personal reasons will be considered an absence under the attendance policy.

After the twentieth working day of a prolonged absence or during a leave of absence, vacation allowances are reduced by one-twelfth for each full month of absence that occurs during the calendar year.

Should you resign, retire, or terminate for any reason, your available vacation allotment will be reduced by one-twelfth and rounded to the nearest day for each full month that occurs between your termination date and December 31 of the current calendar year. Employees will receive credit for the final month of employment if the termination date falls on or after the 15th of the month. Wages for any vacation time taken but not yet earned will be withheld from the employee's final paycheck.

Failure to provide a two-week notice in the event of a voluntary termination will automatically forfeit your rights to any remaining earned vacation pay.

VACATIONS

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To understand vacation scheduling.

DIRECTIONS: Read the information on vacations to find the answers to the questions.

VACATIONS

Section 1

One week vacation with pay shall be given to all employees having continuous service of one year, two weeks vacation with pay shall be given to all employees with continuous service of three years, three weeks vacation with pay shall be given to all employees with continuous service of seven years, four weeks vacation with pay will be given to all employees with continuous service of twelve years, five weeks vacation with pay will be given to all employees with continuous service of eighteen years, six weeks vacation with pay will be given to all employees with continuous service of twenty-five years. New employees are eligible for one week of vacation pay based on 40 hrs., when they complete a total of twelve (12) months of employment with the company and have worked a total of one thousand (1,000) hrs. from the date of employment. If employees work less than one thousand (1,000) hrs. during their first twelve (12) months of employment, they shall not become eligible for vacation until they have worked a total of one thousand (1,000) hrs.

Section 2

After an employee has established vacation eligibility as provided in Section 1, should that employee have less than one thousand (1,000) credited hrs. of vacation time during the previous calendar year, then the first week of the following calendar year vacation will be calculated on the following basis:

- Eight hundred (800) hrs. or more but less than 1,000 = 3 working days (24 hrs.)
- Six hundred (600) hrs. or more but less than 800 = 2 working days (16 hrs.)
- Less than six hundred (600) hrs. = one working day (8 hrs.)

If the employee is eligible for more than one (1) week, the additional week(s) will be paid on the basis of forty (40) hrs.

1. How much vacation time would an employee have who worked full time continuously for 5 1/2 years?
2. How much vacation time would an employee have who worked continuously for 12 months with a total of 1800 hours?
3. How much vacation time would an employee have who worked continuously for 12 months with a total of 960 hours?
4. How much vacation time would an employee have who worked continuously for 14 months with a total of 960 hours?
5. How much vacation time would an employee have who worked continuously for 16 months with a total of 750 hours?

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DEPARTMENTAL RESOURCES

COMPETENCY: Read workplace materials to draw conclusions. (6)

OBJECTIVE: To read and follow directions.

DIRECTIONS: Skim the page titled "Departmental Resources" to see what information is given under each heading. Then answer the following questions, using the information on the page.

Where would you go to find:

1. A book not published by Crabcake Press, for which you need to find the publisher?
2. A book published by Crabcake Press for which you know the author?
3. A book published by Crabcake Press for which you know the book order number?
4. An invoice for which you know the requisition number?
5. A group of books in one subject area published by Crabcake Press?

Departmental Resources

A number of resource materials are available within the Book Department which are very helpful in resolving most problems. Many are listed below with short explanations.

Order Files Kept up-to-date by Jane Doe, the order files are arranged alphabetically and are kept in six-month time blocks. There are sub-heading files which are filed in front of the alphabetical file of which they are a part. Sub-heading files are either marked with an asterisk or underlined. Those marked with an asterisk indicate that any name beginning with that letter combination is in that file. Those which are underlined are state name files or specific sub-heading files.

Catalog The Crabcake Press Catalog is organized by specialties, subject, title, and author for the convenience of the user. It serves as a good reference for a representative taking phone orders.

Microfiche All invoices and credits are on microfiche which are arranged by date and number. If it is not possible to obtain an invoice or credit number but a requisition number is available, the cross reference can be used. In order to find an invoice or credit number in this manner, look under cross reference by the date stamped or written on the order. The invoice or credit number is located across from the corresponding requisition number for that order.

Out-of-Print Files This file is arranged alphabetically by the author's name. It lists all of the Crabcake Press publications which have gone out of print and the date.

Books in Print Volumes These volumes located under the Out-of-Print files, list books in print with complete bibliographic information including the current publisher. They can be used for customers requesting the publishers for books they believed were ours.

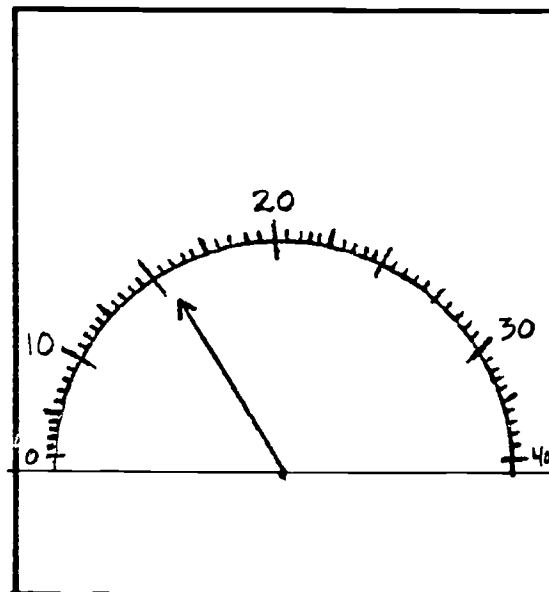
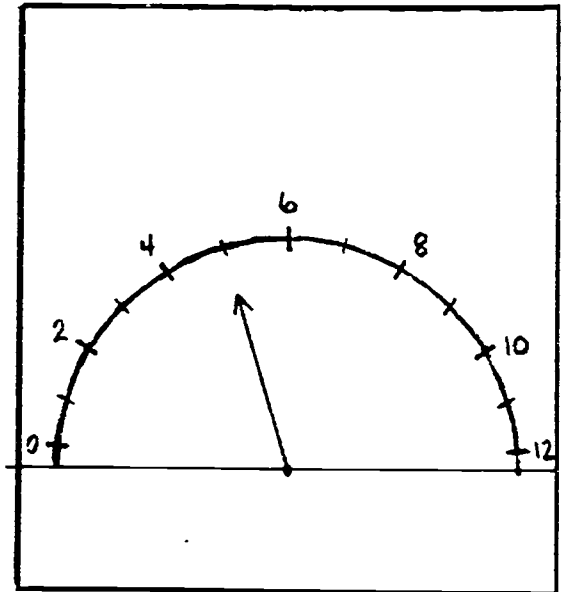
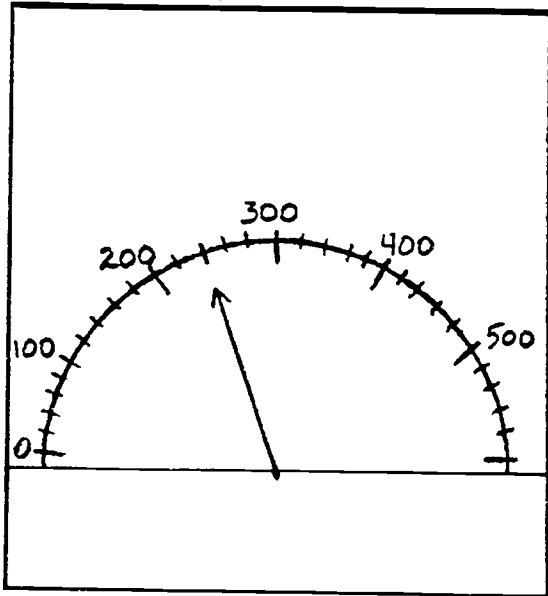
Stock Status Each customer service representative should work from a current copy of the stock status. Old copies are returned to the top of the order files. The stock status is organized by Crabcake book order numbers. These are the International Standard Book Numbers (ISBN) without the C.P. prefix (0-111-0). This is also in rough alphabetical order by the author's last name. A breakdown of the stock status and several exceptions are listed on the following pages.

READING DIALS

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To use measurement instruments.

DIRECTIONS: Read the settings on these dials.



MYSTERY MAP

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To be able to read a map.

DIRECTIONS: Use the "Mystery Map" to follow these directions.
Note the compass in the lower right hand corner.

1. You are standing on West Church Street and looking at the Potomac River. Is it north, south, east or west of West Church Street?

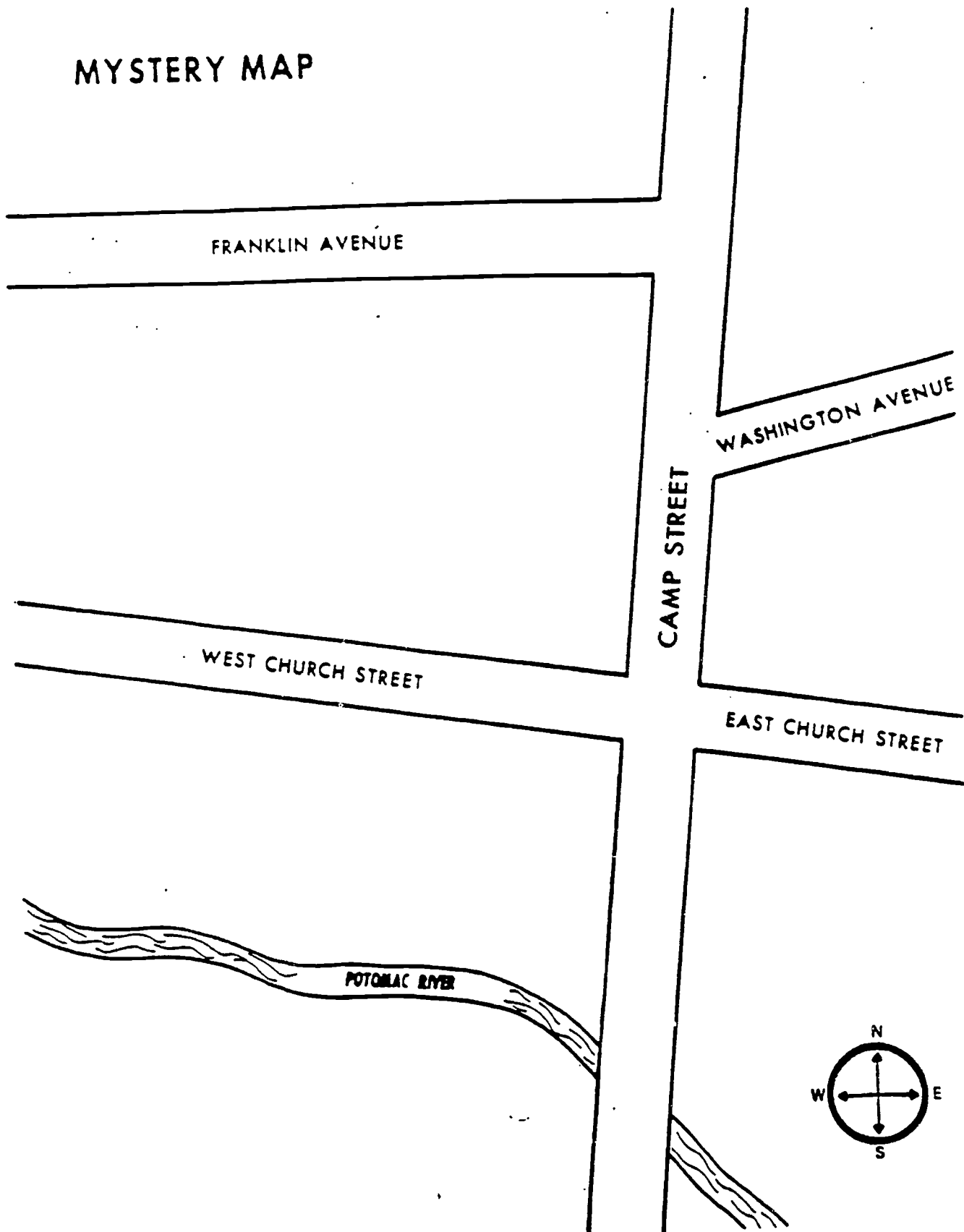
2. You are walking north on Camp Street. When you turn left onto Franklin Avenue, in what direction are you going?

3. When you walk down Washington Avenue and turn right onto Camp Street, in what direction will you be going?

4. You are walking east on Franklin Avenue and turn left onto Camp Street. In what direction are you going?

5. If you are walking south on Camp Street and turn right onto West Church Street, in what direction are you going?

MYSTERY MAP



ZIP CODE MAP

COMPETENCY: To read and interpret non-prose materials. (7)

OBJECTIVE: To understand local maps.

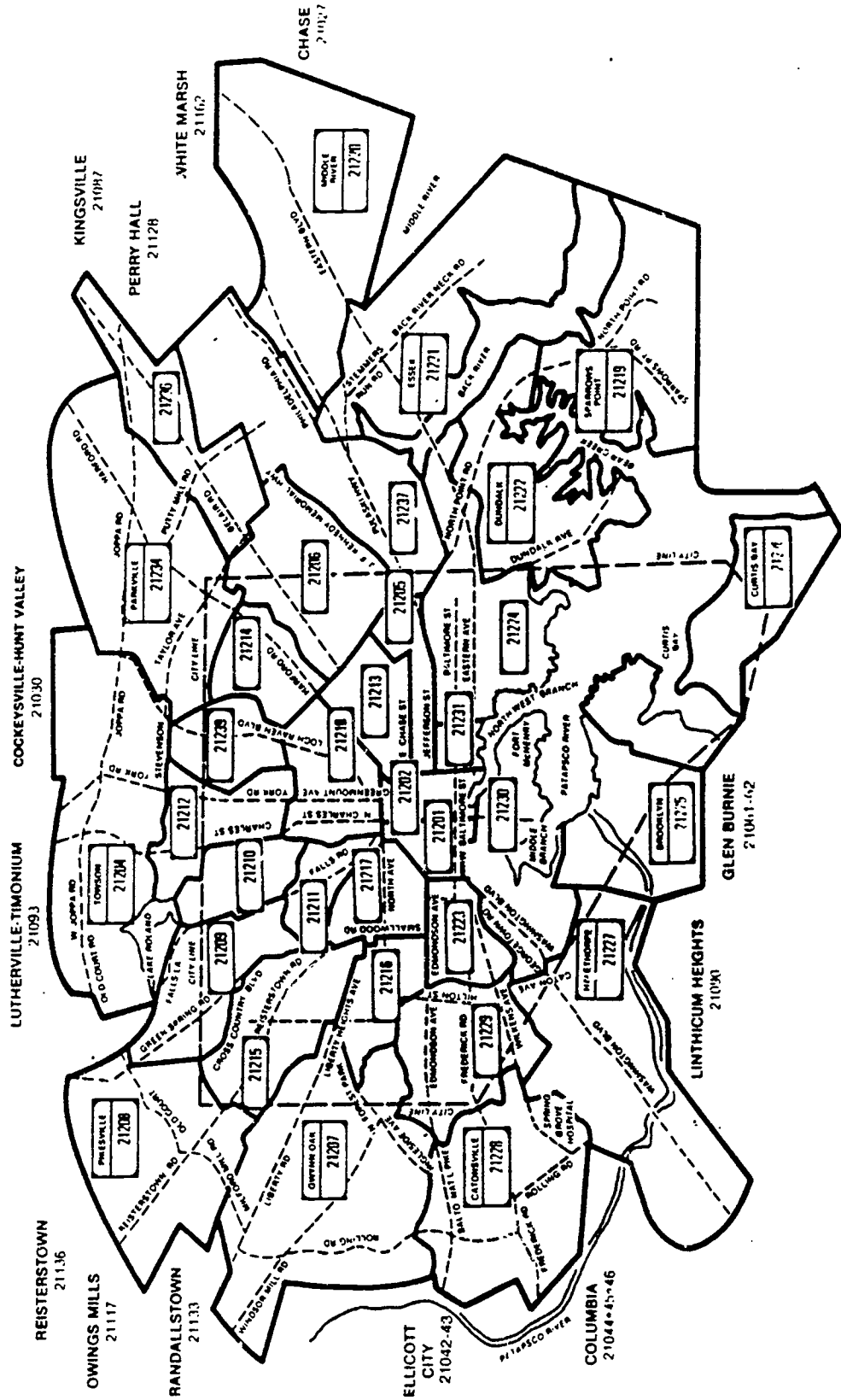
DIRECTIONS: Use the Zip Code Map to find the zip codes for these areas:

1. What is the zip code for Gwynn Oak?
2. What is the zip code for Sparrows Point?
3. What is the zip code for Green Spring Road and Cross Country Blvd.?
4. What is the zip code for Fort McHenry?
5. Through what two zip codes does Loch Raven Blvd. run?
6. Through what two zip codes does Reisterstown Road run?
7. Through what four zip codes do Eastern Ave./Eastern Blvd. run?

C&P Telephone **Zip Code Map** A Bell Atlantic Company

Baltimore, MD
Delivery Area and
Near-by Post Offices

Need additional
 Zip Code Information?
 Call (410) 347-4430



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FIRE EVACUATION PLAN

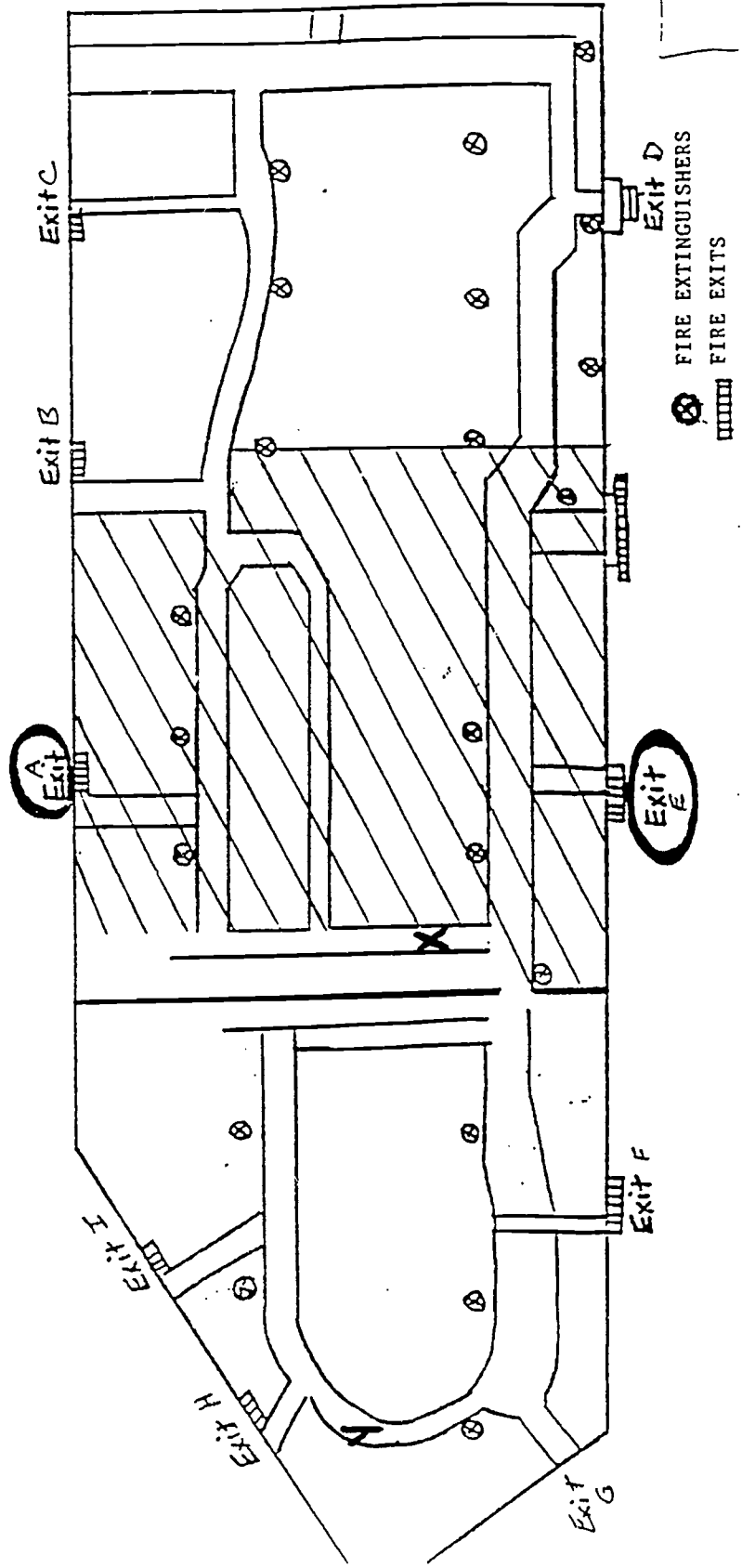
COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand fire escape maps.

DIRECTIONS: Read the diagram titled FIRE EVACUATION PLAN to answer these questions:

1. Give the letters of the exits which are not fire exits.
2. You are at the point marked "X." Exits A and E are blocked. What is your nearest fire exit?
3. You are at the point marked "Y." Exits H and I are blocked. What is your nearest fire exit?

FIRE EVACUATION PLAN



SHIPPING AND HANDLING CHARGES

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: Use charts to obtain information.

DIRECTIONS: Use the two shipping and handling charges charts to answer these costs. Note that ZIP code prefixes are the first 3 numbers of a ZIP code. There are 5 numbers in a ZIP code.

1. UPS charges for a 7-pound package going to ZIP code 24412.

2. Federal Express charges for the same package, standard delivery.

3. UPS charges for a 3-pound package going to ZIP code 56512, 2-day delivery.

4. Federal Express charges for the same package, 2-day delivery.

5. UPS charges for a 19-pound package going to ZIP code 06234, 2-day delivery.

6. Federal Express charges for the same package, standard delivery.

7. UPS charges for a 5-pound package going to ZIP code 79501 with Saturday delivery.

8. Federal Express charges for the same package with priority delivery.

Shipping and Handling Charges

The chart below provides the UPS zones corresponding to the UPS shipping and handling charges on the following pages.

In quoting shipping and handling from this information, please remember:

For Saturday pick-up or delivery by UPS an additional \$10.00 charge will be assessed.

If a price is quoted from this information, the order should be set up so that the quoted price will be accepted.

ZIP CODE PREFIXES	UPS ZONE	ZIP CODE PREFIXES	UPS ZONE	ZIP CODE PREFIXES	UPS ZONE	ZIP CODE PREFIXES	UPS ZONE
004-005	3	200-232	2	437-447	3	749	5
010-013	3	233-241	3	448-456	4	750-768	6
014	4	242	4	457	3	769	7
015-016	3	243	3	458-497	4	770-782	6
017-026	4	244	2	498-499	5	783-785	7
027-029	3	245-253	3			786-787	6
030-033	4	254	2	500-509	5	788	7
034	3	255-264	3	510-511	6	789-792	6
035-046	4	265	2	512-528	5	793-794	7
047	5	266	3	530-534	4	795-796	6
048-051	4	267-268	2	535-564	5	797-799	7
052-053	3	270-279	3	565-587	6		
054-059	4	280-284	4	588-595	7	800-831	7
060-069	3	285	3	596-599	8	832-844	8
070-089	2	286-299	4			845	7
				600-609	4	846-864	8
100-104	2	300-314	4	610-617	5	865-885	7
105-108	3	315-339	5	618-619	4	889-899	8
109-113	2	342-369	5	620-667	5		
114-115	3	370-374	4	668-699	6	900-961	8
116	2	375	5			970-986	8
117-128	3	376-379	4	700-703	6	988-994	8
129	4	380-384	5	704	5		
130-153	3	385	4	705-711	6		
154-159	2	386-397	5	712	5		
160-165	3	399	4	713-714	6		
166	2			716-717	5		
167	3	400-418	4	718	6		
168-199	2	420	5	719-729	5		
		421-436	4	730-748	6		

Chart includes shipping and handling.

UPS GUIDE

Federal Express

	(1 Day) (2 Day)										(1 Day) (2 Day)	
	UPS RED/	BLUE	zone 2	zone 3	zone 4	zone 5	zone 6	zone 7	zone 8		Priority	Standard
1 lb	15.30	6.30	4.77	4.89	5.05	5.13	5.21	5.31	5.40		20.25	11.50
2 "	16.30	7.30	4.78	4.91	5.26	5.38	5.55	5.71	5.90		23.00	12.50
3 "	18.35	9.10	5.26	5.45	5.83	6.01	6.25	6.50	6.75		25.75	13.50
4 "	20.20	10.95	6.59	6.84	7.26	7.44	7.76	8.07	8.41		28.50	14.50
5 "	21.90	11.90	7.23	7.38	7.80	8.03	8.41	8.79	9.19		31.25	15.50
6 lbs.	23.83	13.58	7.90	8.13	8.57	8.82	9.22	9.66	10.12		34.00	16.50
7 "	25.41	14.91	8.31	8.53	9.00	9.27	9.73	10.23	10.73		36.75	17.50
8 "	20.00	16.48	8.97	9.16	9.68	10.06	10.59	11.14	11.72		39.50	18.50
9 "	28.43	17.93	9.52	9.74	10.30	10.72	11.33	11.94	12.60		42.25	19.50
10 "	30.21	19.71	10.38	10.64	11.24	11.71	12.38	13.08	13.79		45.00	20.50
11 lbs.	31.33	20.83	10.60	10.90	11.53	12.07	12.76	13.55	14.35		46.25	21.50
12 "	33.25	22.50	11.38	11.71	12.37	12.95	13.74	14.56	15.44		47.50	22.50
13 "	35.18	24.18	12.14	12.51	13.23	13.85	14.71	15.61	16.54		48.75	23.50
14 "	36.99	25.74	12.75	13.20	13.97	14.62	15.55	16.51	17.53		50.00	24.50
15 "	38.55	27.30	13.39	13.88	14.69	15.40	16.38	17.43	18.51		51.25	25.50
16 lbs.	39.55	28.30	13.47	14.01	14.86	15.63	16.68	17.78	18.94		52.50	26.50
17 "	40.77	29.52	13.76	14.36	15.25	16.06	17.18	18.35	19.58		53.75	27.50
18 "	42.56	31.06	14.40	15.02	15.96	16.82	18.00	19.24	20.54		55.00	28.50
19 "	44.24	31.99	14.96	15.59	16.56	17.46	18.72	20.03	21.40		56.25	29.50
20 "	45.81	33.31	15.42	16.04	17.05	18.00	18.82	20.69	22.14		57.50	30.50
21 lbs.	47.93	35.18	16.45	17.04	18.10	19.10	20.47	21.92	23.44		58.75	31.50
22 "	48.93	36.18	16.55	17.17	18.27	19.31	20.75	22.27	23.86		60.00	32.50
23 "	49.93	37.18	16.65	17.29	18.44	19.53	21.04	22.62	24.28		61.25	33.50
24 "	50.93	38.18	16.74	17.42	18.61	19.74	21.33	22.97	24.71		62.50	34.50
25 "	52.18	39.18	16.84	17.54	18.77	19.96	21.60	23.33	25.13		63.75	35.50

SPOILAGE BY DEPARTMENT

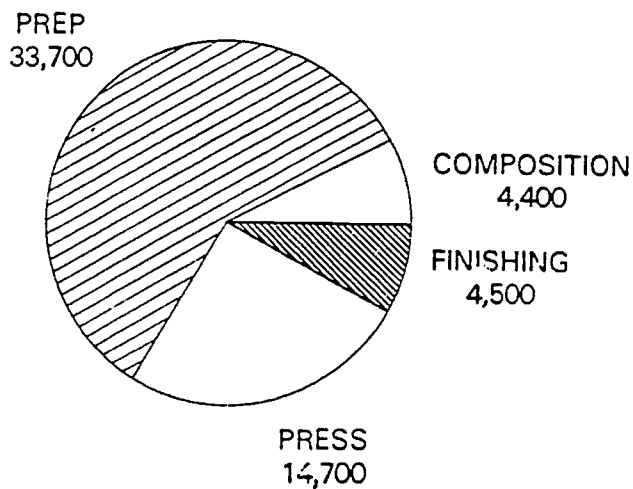
COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand graphs.

DIRECTIONS: Read the graph to find the answers to these questions:

1. What information can be found in this graph?
2. Which departments had almost the same spoilage figures?
3. List the departments shown on the graph.
4. How much spoilage was reported for Prep and Press together?
5. How much more spoilage was there in Press than in Finishing?

CRABCAKE PRESS SPOILAGE BY DEPARTMENT - DECEMBER



TWA FLIGHTS

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To read a timetable.

DIRECTIONS: You are a salesman for Crabcake Press. Use the TWA timetable to answer these questions. Note: Under the column "Departs," D is Dulles, N is National, I is BWI.

1. You want to go to Indianapolis on a non-stop flight. When can you leave? When will you arrive?
2. You want to go to Kansas City on a Tuesday and arrive before 1:00 PM. What flight(s) can you take?
3. You want to go to Chicago, leaving from BWI, to arrive before 1:00 PM. What flight(s) can you take?
4. You want to go to Albuquerque on a Sunday evening to be ready to visit customers on Monday morning. What flight(s) can you take?

Departs	Arrives	Stops or Connecting City	Frequency
ALBUQUERQUE			
N 8:00 AM	11:26 AM	Via Chicago	ExSun.
I 8:30 AM	11:26 AM	Via Chicago	ExSun.
N 10:20 AM	1:28 PM	One-stop	Daily
N 1:55 PM	6:12 PM	Two-stop	Daily
N 8:25 PM	9:17 PM	One-stop	ExSat.
ATHENS			
D 7:10 PM	7:25 PM	Two-stop	Daily
BANGKOK			
D 7:10 PM	9:15 AM	Via Rome	Daily
CHICAGO			
N 8:00 AM	8:49 AM	Non-stop	ExSun.
I 8:30 AM	9:14 AM	Non-stop	ExSun.
N 10:20 AM	11:09 AM	Non-stop	Daily
N 12:10 PM	12:59 PM	Non-stop	Daily
I 12:15 PM	12:59 PM	Non-stop	Daily
N 1:55 PM	2:44 PM	Non-stop	Daily
N 3:55 PM	4:51 PM	Non-stop	Daily
I 4:30 PM	5:25 PM	Non-stop	Daily
N 5:25 PM	6:27 PM	Non-stop	ExSat.
N 8:00 PM	9:48 PM	Non-stop	Daily
COLUMBUS			
N 8:20 AM	9:25 AM	Non-stop	ExSun.
N 4:40 PM	5:49 PM	Non-stop	Daily
N 8:55 PM	10:15 PM	Non-stop	ExSat.

TWA from the Baltimore-Washington Area

Departs	Arrives	Stops or Connecting City	Frequency
GUAM			
D 5:00 PM	5:05 AM	Via Los Angeles	Daily
HONG KONG			
D 5:00 PM	12:50 PM	Via Los Angeles	Daily
INDIANAPOLIS			
N 8:20 AM	10:18 AM	Two-stop	ExSun.
N 11:15 AM	11:40 AM	Non-stop	Daily
N 4:40 PM	5:57 PM	One-stop	Daily
N 8:55 PM	10:57 PM	Two-stop	ExSat.
KANSAS CITY			
N 8:00 AM	10:35 AM	One-stop	ExSun.
N 10:20 AM	12:47 PM	Via Chicago	Daily
N 11:15 AM	1:21 PM	One-stop	Daily
I 12:15 PM	3:42 PM	Via Chicago	Daily
N 3:55 PM	6:47 PM	One-stop	Daily
N 6:55 PM	9:33 PM	Via St. Louis	Daily
N 9:00 PM	11:30 PM	One-stop	Daily

CRABCAKE PRESS SALES CHANGE

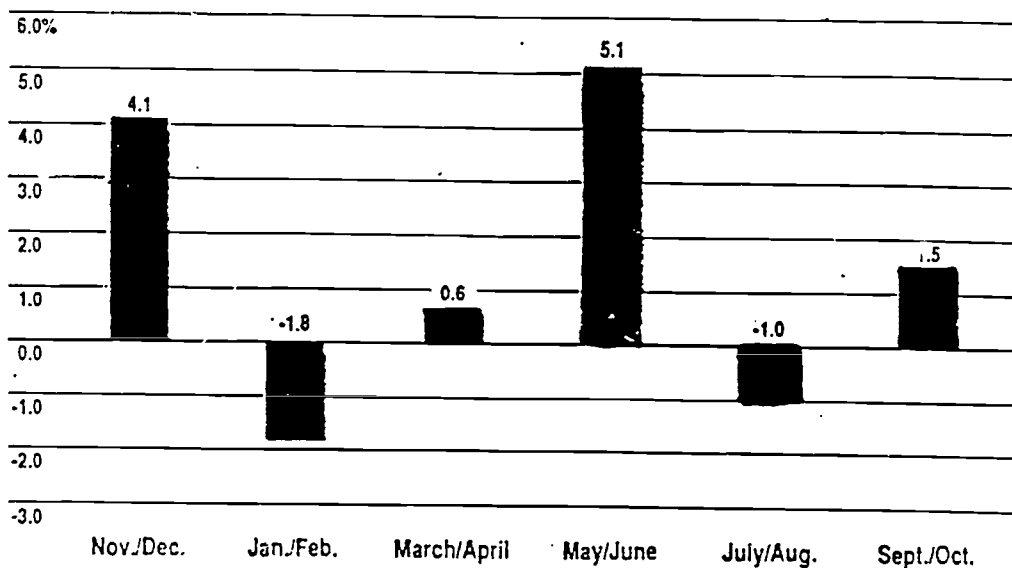
COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand graphic sales information.

DIRECTIONS: Find the answers to these questions by looking at the graph titled Crabcake Press Sales Change.

1. In September and October of 1992, by what percent did sales increase over the same months in 1991?
2. In which 2-month period did 1992 sales have the largest percent increase over 1991?
3. List the months in which 1992 sales were lower than 1991.
4. In which 2-month period were sales for the two years most nearly the same?

CRABCAKE PRESS SALES CHANGE
(% CHANGE 1991 to 1992)



ENROLLMENT

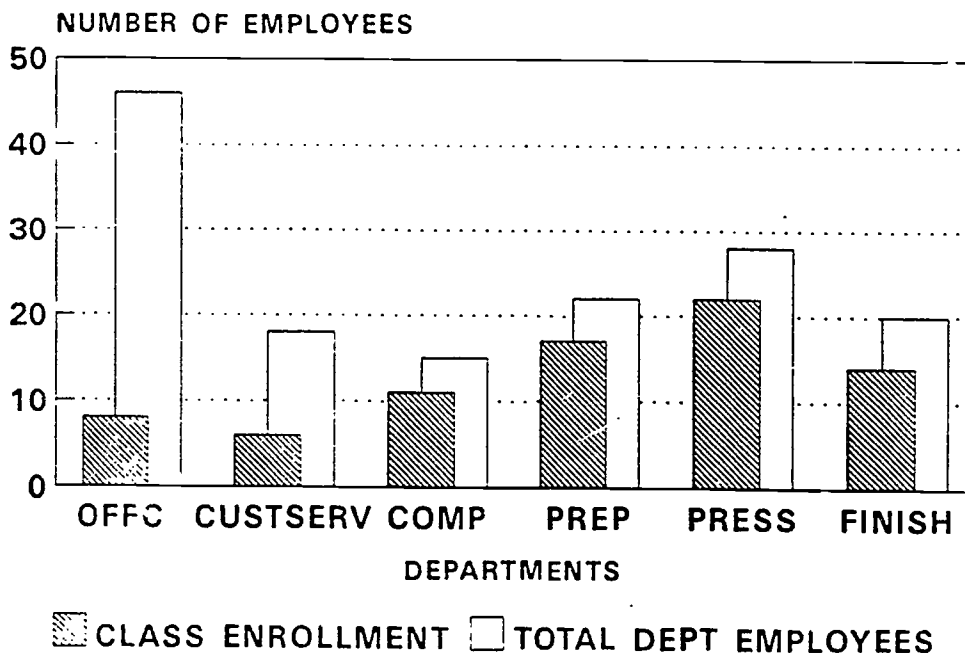
COMPETENCY: To read and interpret non-prose materials. (1)

OBJECTIVE: To understand graphic distribution.

DIRECTIONS: Use the graph to answer these questions:

1. Which department has the largest number enrolled?
2. Which department has the smallest number enrolled?
3. How many Prep and Press employees are enrolled?
4. Estimate which department has the lowest percent of employees enrolled.

CRABCAKE PRESS WORKPLACE SKILLS ENHANCEMENT PROGRAM ENROLLMENT BY DEPARTMENT



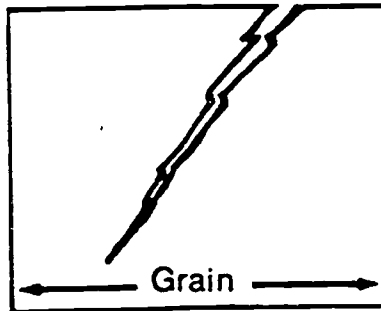
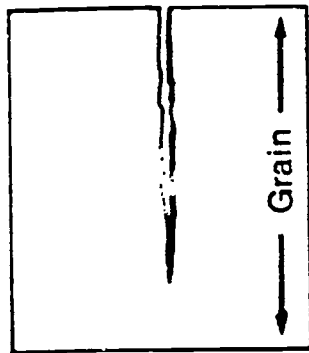
PAPER TEAR AND FOLD TESTS

COMPETENCY: Read and interpret non-prose materials. (7)

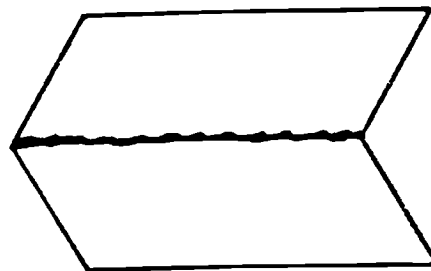
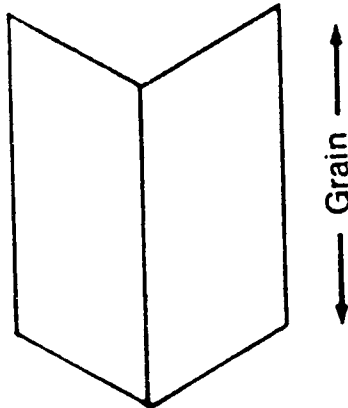
OBJECTIVE: To understand diagrams.

DIRECTIONS: Look at the diagrams of Paper Tear and Fold Tests. Write down the two ways you can find the grain of a piece of paper.

TEAR AND FOLD TESTS
Paper tears straighter with grain



Paper folds more easily with grain



OFFSET LITHOGRAPHY

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To interpret a diagram.

DIRECTIONS: In Pocket Pal read the section on Offset Lithography, pages 28 and 29. Study the diagram carefully, then answer the following questions:

1. Where is the printing plate placed?
2. Which rollers are in contact with the plate cylinder?
3. Between which cylinders does the paper pass?
4. Onto which cylinder is the image transferred before it goes on the paper?
5. From which cylinder does the paper receive the image?

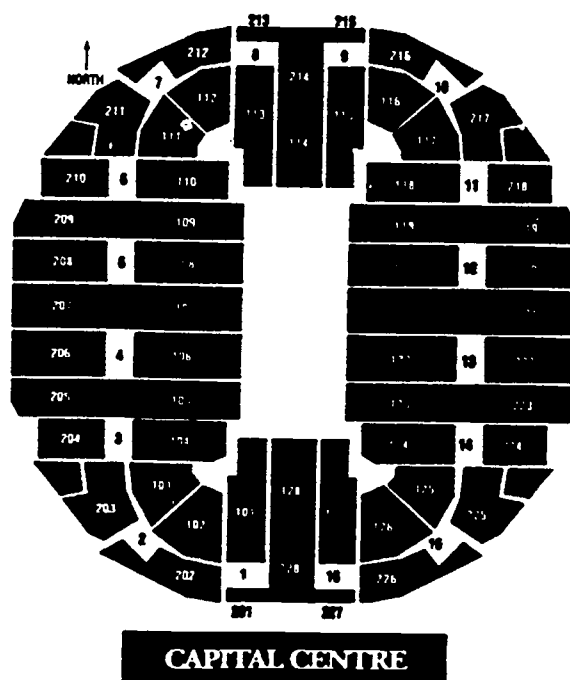
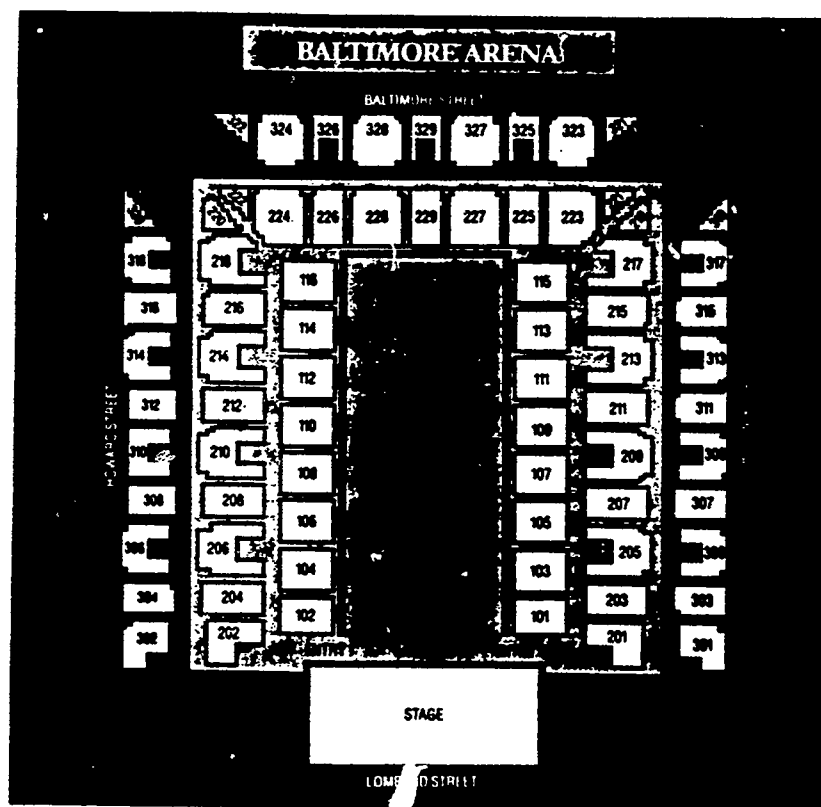
TICKETS

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand seating plans.

DIRECTIONS: You are responsible for buying a block of tickets to sports events for Crabcake Press employees. Use these diagrams of the Baltimore Arena and Capital Centre to answer these questions.

1. You are offered seats in the Arena in either Section 204 or 110. Which section is nearer the stage?
2. You want to get seats in the Arena near Entry 2. Which section is nearer, 218 or 209?
3. In the Capital Centre, which section is nearer the south side, Section 106 or 119?
4. In the Capital Centre which section is nearer the basketball court, Section 123 or 116?



WAGES

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To read and interpret wage forms.

DIRECTIONS: Look at the attached Pay Stub and Wage and Tax Statement to find the answers to these questions:

1. If Jane Doe worked a 40-hour week, how much did she earn per hour?
2. How much did she take home this week?
3. How much did she have withheld from her pay?
4. How much did Jane Doe earn in 1981?
5. How much did she have withheld for Federal Tax and FICA Tax together?

Jane Doe		PAY STUB		Soc. Sec. No. 123-45-6789
	400.00 Reg. Earnings	22.50 Overtime Earnings	-- Adjustments	422.50 Gross Pay
DEDUCTIONS	42.13 Fed. Tax	12.76 State Tax	11.37 Soc. Sec.	5.45 Union Dues
	10.50 Savings	7.81 Insurance	21.30 Pension	2.00 (UA) Others
	422.50 GROSS PAY	113.32 TOTAL DEDUCTIONS		309.18 NET PAY
Pay Period 5/6 to 5/20 STATEMENT OF EARNINGS AND DEDUCTIONS				

Crabcake Press 101 Back River Road Baltimore, MD 21111				Wage and Tax Statement 1981			
Type or print EMPLOYER'S Federal identifying number, name, address and ZIP code above.				Copy C For employee's records			
FEDERAL INCOME TAX INFORMATION		SOCIAL SECURITY INFORMATION		STATE OR LOCAL INCOME TAX INFORMATION			
1	Federal income tax withheld	2	Wages, tips and other compensation	3	FICA employee's share	4	Total FICA wages
1,567.34		9,285.00		542.15		9285.00	
Type or print EMPLOYEE'S social security no., name, and address including ZIP code below				5	Unemployment insurance FICA tax on wages	9	City tax withheld
Doe, Jane S. 123 Main Street New York, NY 10002						129.67	
				Employee No.		Form No.	
				State		CITY OR OTHER	
				N-2102		NYC-2	
OTHER INFORMATION (SEE CIRCULAR 5)							
This employee is covered by a contract and paid out.				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
This employee is an independent contractor.				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
W-2 An "X" in the upper left corner indicates this is a corrected form. 12-17-80							
This information is being furnished to the Internal Revenue Service and appropriate State officials.							

POSTAGE AND HANDLING INCREASE

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand price lists.

DIRECTIONS: Use the chart to answer these questions:

1. What is the handling charge for a 6-pound package after 1/1/90?
2. What is the increase in the handling charge for a 3 1/2 pound package?
3. How much more would the handling charge be for two 2-pound packages (under the new rates) than for one 4-pound package?
4. What is the new handling charge for a 28-pound package?

POSTAGE & HANDLING INCREASE--1988-- 11-Apr-90

DOMESTIC:

=====

HANDLING CHARGES

Weight lb	current eff. 1/1/88	increase eff. 1/1/90
0.5	3.30	3.30
1	3.30	3.30
1.5	3.30	3.30
2	3.30	3.30
2.5	3.30	3.47
3	3.90	4.10
3.5	4.30	4.52
4	4.40	4.95
5	4.80	5.40
6	5.40	6.08
7	5.70	6.41
8	6.20	6.98
9	6.60	7.43
10	7.30	8.21
11	7.40	8.33
12	8.00	9.00
13	8.60	9.68
14	9.10	10.24
15	9.60	10.80
16	10.00	10.80
17	10.20	11.02
18	10.70	11.56
19	11.10	11.99
20	11.40	12.31
21-25	12.20	13.18
26-30	13.70	14.80
>30	13.70	14.80
per lb.		

YELLOW PAGES II

COMPETENCY: Read and interpret non-prose material. (7)

OBJECTIVE: To use a telephone directory.

DIRECTIONS: Find the answers to these questions on this page from the Yellow Pages:

1. You need to have a truck towed to the repair shop. List three companies that will tow.
2. You are looking for an authorized General Motors repair shop. List four of these.
3. You need to have your truck go through Maryland Inspection. List two places where you can do this.
4. You want to see if it would be cheaper to have your truck repaired on the premises of Crabcake Press instead of having it towed. What company will you call?
5. You want to use a place that will both tow your truck and put it through Maryland Inspection. What two places can you use?

PASADENA TRUCK REPAIRS INC

Specializing in:

- IVECO • MACK MIDLINER
- 24 HOUR SERVICE
- ROAD SERVICE
- TIRE SERVICE

Service on all makes
Mid to Heavy Duty
Tractors & Trailers

360-9506

8425 Balto-Annap. Blvd. Pasadena

MARYLAND AUTO & TRUCK REPAIR INC

MD. STATE INSPECTION
FOR THE FOLLOWING:

- CARS • MOTOR HOMES
- TRUCKS • BOAT TRAILERS
- TRACTORS • TRAILERS
- MOTORCYCLES • BUSES

PICK UP & DELIVERY
TOWING SERVICE

760-8123

512-B CRAIN HWY, N. BLDG B
GLEN BURNIE

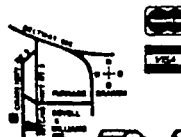
AUTHORIZED GMC SERVICE PARTS

DOVELL & WILLIAMS INC.

766-8132

7110 CRAIN HWY. NW, GLEN BURNIE

No Cashiers



TRUCK REPAIRING & SERVICE (Cont'd)

Bob's Mobile Maintenance
6716 Quad Av Baltimore 483-6474

BORN HERMAN & SONS INC
Complete Truck Body Repairs
North Point & Rolling Mill Rds 288-0500

Calton Truck Service Old Jessau Rd Jessau 799-0132

Carousei Truck & Trailer Repair
3612 Washington Blvd 247-0187

CHESAPEAKE FORD TRUCK SALES
INC 8540 Pulaski Hwy 682-4000

CHEFTAIN PONTIAC GMC TRUCK INC
1/2 Mile North Beltway Exit 26 - Baltimore
1630 York Rd Baltimore 321-7800

CUMMINS RADIATOR CO
Truck & Industrial Vehicle Repairs - Wholesale
Prices On Core 752-0118

1440 Light St
Dayton Truck Service 531-3721

4796 Linnicum Rd Dayton
DEL'S TRUCK & AUTO SERVICE
Fast Service Our Specialty - Member Maryland
Motor Carrier Safety Program
3100 Neman Av 646-4171

(See Our Ad Previous Page)

DETROIT DIESEL ENGINES

AUTHORIZED DISTRIBUTOR SALES & SERVICE

JOHNSON & TOWERS BALTIMORE INC
500 Wilson Point Rd 687-0500

Dorsey Truck Repair 6732 Dorsey Rd 379-6773

Dorsey Truck Repair 6732 Dorsey Rd Elkinor 379-0910

DOVELL & WILLIAMS INC
Fast Service Our Specialty - Service & Parts
7110 Crain Hwy N 766-8132

(See Our Ad This Page)

E L M Truck Maintenance & Service
39 General Hwy Millersville 923-0303

E L M TRUCK MAINTENANCE & SERVICE
30 General Hwy
Millersville Baltimore Area Tel No: 987-7790

(See Our Ad Previous Page)

Earl's Luber-Finer Sales & Service
Rt. 3562 S Hanover St 355-2555

Eastern Truck & Trailer Corp
7525 Lake Dr Rosemead 844-4581

FLEET SERVICE INC

ALL TYPES OF TRUCK
REPAIRING &
MAINTENANCE
TRUCK TOWING
MD. STATE INSPECTION
PICK UP & DELIVERY
547-1030

2840 Annapolis Rd 547-1090

Fleet Service Inc 2840 Annapolis Rd 547-1090

FORD AUTHORIZED SERVICE CENTER

CRYSTAL FORD LTD
3111 Automobile
Bldg Waterlo Area Tel No: 792-9914

FREIGHTLINER PARTS & SERVICE

AUTHORIZED PARTS & SERVICE
HARBOR TRUCK SALES & SERVICE INC
2723 Annapolis Rd 685-4474

TRUCK REPAIRING & SERVICE (Cont'd)

GMC TRUCK AUTHORIZED SERVICE
GLEN BURNIE
DOVELL & WILLIAMS INC
7110 Crain Hwy N 766-8132

BALTIMORE
ANDERSON PONTIAC-GMC TRUCK INC
Maryland Av & 25th St 235-4500

BEAL GMC TRUCK INC
Service Weekdays 7:30AM - Midnight
7667 Pulaski Hwy 682-3306

CHEFTAIN PONTIAC GMC TRUCK INC
Easy Access For Handicapped
1/2 Mile N Beltway Exit 26
Lutherville - Towson
1630 York Rd Baltimore 321-7800

For Towing Service Call 826-5750

Gene Bowman's Body Shop Inc
1300 Bush St 576-0499

Glen Burnie Automatic Transmission Service Inc
7166 Ritchie Hwy Glen Burnie MD 766-8500

Haney's Truck Repair 1601 S Highland Av 732-4143

HARBOR TRUCK SALES & SERVICE INC

BALTIMORE'S EXCLUSIVE
MERCEDES BENZ • FREIGHTLINER • IVECO
New & Used - Complete Parts & Service
2723 Annapolis Rd Baltimore 685-4474

HEINECK MOTORS INC

Gas Engine Specialists
Engine Installations & Repairs
State Truck Inspection
1901 S Charles St 837-5700

Hickory Auto & Truck Repair
2236 Conowingo Rd 879-1022

HURD'S AUTO & TRUCK REPAIR SERVICE
Maryland State Inspection
7505 Baltimore & Annapolis Blvd 766-5542

INDUSTRIAL TRANSMISSION & DRIVETRAIN SERVICE

TRANSMISSIONS
Since 1946
ALLISON
ON & OFF ROAD HIGHWAY EQUIPMENT
• INCL MARINE • FORKLIFT
• REPAIRED • REBUILT • EXCHANGED
• PARTS - NEW & REBUILT
• POPULAR UNITS IN STOCK
882-6005
7100 Beas Rd 882-6005

INTERNATIONAL TRUCKS

Parts and Maintenance
for all makes and models.

AUTHORIZED DEALER
WEST END SERVICE INC
8000 Frederick Rd Ellicott City 445-4455

TRUCK REPAIRING & SERVICE (Cont'd)

IVECO
AUTHORIZED PARTS & SERVICE
HARBOR TRUCK SALES & SERVICE INC
2723 Annapolis Rd Baltimore 685-4474

J C Truck & Auto Center 2211 Wicomico St 547-2696

J J Truck Service 67 Thomas Av 636-3862

James George 1808 Patterson Park Av 675-8377

Jarrettville Cingo
1755 Jarrettville Rd Jarrettville 557-7308

Jessau Body Shop Inc 9900 Oakleaf Ave 484-4945

Jim's Diesel Service
706 Pulaski Hwy Jessau Fork Tel No: 538-3240

John's Auto & Truck Service
3116 E Fayette St 558-3908

Johnson & Towers Baltimore Inc
500 Wilson Point Rd 687-0500

K & L Auto Lube
Linder Automotive Corp 3118 Brentwood Av 467-7129

5831 York Rd
Lucky's Garage 3219 Pulaski Hwy 435-5155

M & S Truck Repair Inc
1067 Francis Scott Key Hwy
Union Bridge Baltimore Tel No: 876-7515

MARYLAND AUTO & TRUCK REPAIR INC
512 B Crain Hwy Glen Burnie 766-8123

(See Our Ad This Page)

Maryland Truck & Equipment Co Inc
706 Pulaski Hwy Jessau 679-8000

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ORIGINAL ROLAND MUSSELMAN

- Painting
- Body & Frame Work

Service Since 1947
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National Car & Truck Service Inc
451 Fawcett St 235-5364

PASADENA TRUCK REPAIR INC
8245 Baltimore & Annapolis Blvd Pasadena 360-9506

(See Our Ad This Page)

Patrick Jim 1616 S Hanover St 783-8967

Pre Truck Body Repair & Service Inc
Baltimore 962-1300

Pre Truck Body Repair & Service Inc
2300 Eshaw Av 242-0973

Redd's Road Repair Service Inc
1128 S East Av 675-5401

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Michelen - Star - Bandag
Truck Tires
Complete Truck Mechanical Service
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4771 Medford Ferry Rd 247-6444
1013 Cathedral St 837-3364

Ren's Auto & Truck Repair 1421 Cador St 354-0411

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SDM Diesel Services Inc 3320 Weeden St 354-0893

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SINCE 1945
SPECIALIZING IN
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Sonny's Automatic Transmission Service Inc
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Southern Automatic Transmission Service
9 N Wallace Av 947-9656

T & J Diesel & Truck Repair
30 Vernon Av Glen Burnie 760-6642

TLS Inc 400 Soure Ln Bel Air 879-0884

TLS Truck Repairs 2267 Kns Av 364-2332

TOM PATTAN'S FRAME CENTER INC

Body Repair - Frame Straightening Specialist - See
Ad Auto Body Repairing
5633 Belle Grove Rd Baltimore 636-0980

Truck & Trailer Service
313 1st St Laurel 301-498-1080

Truck & Trailer Service 313 1st St Laurel 792-4280

TRUCKERS INN TRUCKSTOP

Fuel - Service - Food - Laundry - Truck Washing -
Tire Cleaning Truck Lube
I-95 & Rt 175 Jessau 799-3835

Vehicle Of Maryland
403 Headquarters Dr Millersville 987-7860

Washington Mack Trucks Inc
371 Kenilworth Av Boonsburg 792-0772

West End Service Inc
8800 Frederick Rd Ellicott City 445-4455

West Liberty Service Inc Rt 439 White Hall 329-6350

Zip's TruckNTruck Body Co
6730 Industrial Dr Laurel 880-6263

1992 HOLIDAYS

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand holiday schedules.

DIRECTIONS: Use the chart titled 1992 HOLIDAYS to answer these questions:

1. You work the evening shift. Give the date and time when your Memorial Day holiday begins.
2. You work the day shift. When will you be off for New Year's Day, 1992?
3. You work D shift. Give the date and time your Christmas holiday begins and the date and time you will report back to work.
4. You work evening shift. Give the date and time you will get off for Thanksgiving and the date and time you will return.

This schedule outlines the 1992 holidays.

Day	Date	Operations	Notes
New Year's Day	Wednesday January 1, 1992	Closed from 12/31/91 5 pm to 1/2/92 7 am	
Memorial Day	Monday May 25, 1992	Closed from 5/22/92 11 pm to 5/26/92 1 am	
Independence Day	Saturday July 4, 1992	Closed from 7/2/92 11 pm to 7/6/92 1 am	Holiday will be celebrated on Friday 7/3
Labor Day	Monday September 7,	Closed from 9/4/92 11 pm to 9/8/92 1 am	
Thanksgiving	Thursday & Friday Nov 26 & 27, 1992	Closed from 11/25/92 11 pm to 11/30/92 1 am	
Christmas	Friday December 25, 1992	Closed from 12/24/91 5 pm to 12/27/91 3 pm	Day and Evening Shift works Sunday 12/20. D Shift works Sunday 12/20 starts at 11 pm (11-7) and shuts plant at 5 am on 12/24.
New Year's Day (1993)	Friday January 1, 1993	Closed from 12/31/92 5 pm to 1/4/92 1 am	Evening Shift (3-11) works Sunday 12/27 (3-11) D Shift (11 pm) works Sunday 12/27 starts at 11 pm (11-7) followed by Day shift at 7 am.

In addition to these holiday dates, employees are entitled to three (3) additional Personal Holidays to be scheduled with supervisory approval.

- NOTE:
1. D shift (midnight) works Friday night instead of New Year 1992 night. Hours will be 11 pm - 5 am (six hours).
 2. Day and Evening shifts will work Sunday (12/20) prior to Christmas
 3. "D" shift (midnight) will start 2 hours early on 12/20 & 12/27 at 11 pm to follow up behind the evening shift. They will shut the plant at 5 am 12/24, and on New Year's Eve will work to 7 am 12/31.

337.123

CUTTING CHARTS

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To use charts for reference.

DIRECTIONS: Use the Cutting Charts to decide the best paper size for these jobs:

1. If you need to buy paper for a 16-page signature job with a trimmed size of $4\frac{1}{2} \times 6$, what standard paper size would you buy?
2. How many 4-page signatures with a size of $4\frac{1}{2} \times 5\frac{3}{8}$ can you get from a 35×45 sheet?
3. If you need to buy paper for a 16-page signature job with a trimmed size of $8\frac{1}{2} \times 11$, what paper size would you buy?
4. How many 24-page signatures with a size of 4×9 can you get from a 25×38 sheet?
5. Explain why an 8-page signature which is 9×12 uses a 25×38 sheet, and a 16-page signature which is also 9×12 uses a 38×50 sheet.

CUTTING CHARTS

A smart paper buyer always tries to use standard paper sizes which can be used without waste. Odd size pages can be wasteful and costly if the quantity is not large enough, or if there is not enough time to order a special-making size of paper.

This chart shows the number of pages to a standard paper size for several page sizes in use today. The paper size includes trim top, bottom and side, but not bleed.

Trimmed Page Size	Number of Printed Pages	Number From Sheet	Standard Paper Size
4 x 9	4	12	25 x 38
	8	12	38 x 50
	12	4	25 x 38
	16	6	38 x 50
	24	2	25 x 38
4 1/4 x 5 3/8	4	32	35 x 45
	8	16	35 x 45
	16	8	35 x 45
	32	4	35 x 45
4 1/2 x 6	4	16	25 x 38
	8	8	25 x 38
	16	4	25 x 38
	32	2	25 x 38
5 1/2 x 8 1/2	4	16	35 x 45
	8	8	35 x 45
	16	4	35 x 45
	32	2	35 x 45
6 x 9	4	8	25 x 38
	8	4	25 x 38
	16	2	25 x 38
	32	2	38 x 50
8 1/2 x 11	4	4	23 x 35
	8	2	23 x 35
	16	2	35 x 45
9 x 12	4	4	25 x 38
	8	2	25 x 38
	16	2	38 x 50

QUALITY REJECTIONS 1990-1991

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand graphic reports.

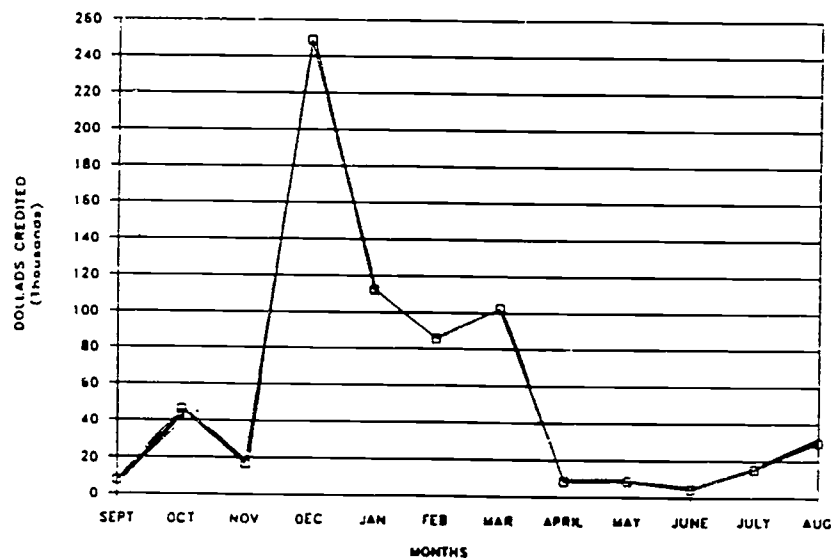
DIRECTIONS: Read the graphs of Quality Rejections to answer these questions:

1. What is the difference between the data shown on the top graph and the lower graph?
2. Which month had the second to the highest number of rejections?
3. Which month had the lowest amount of rejections in dollars?
4. Can you think of a reason why March had the highest number of rejections but not the highest dollar amount?

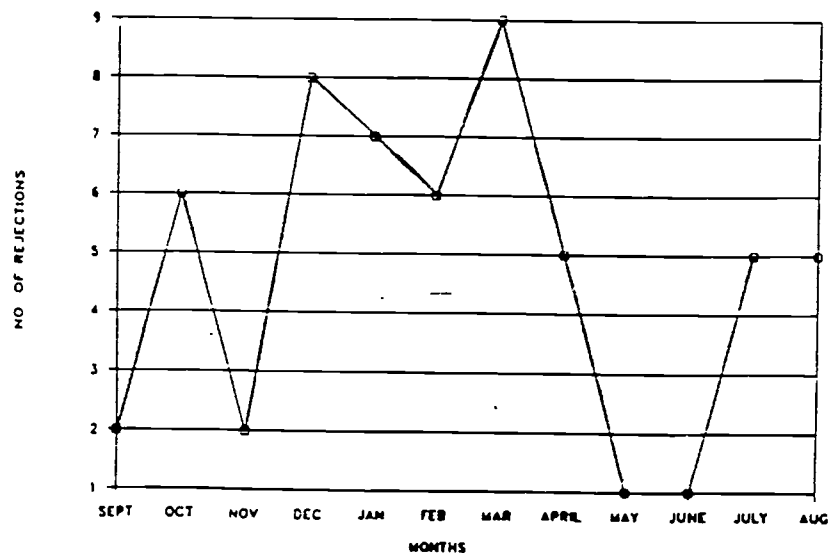
-- Quality Rejections --

1990 -1991

MONTHLY REJECTIONS SEPT 90 - AUGUST 91



MONTHLY REJECTIONS SEPT 90 - AUGUST 91



AVAILABLE PRESS HOURS

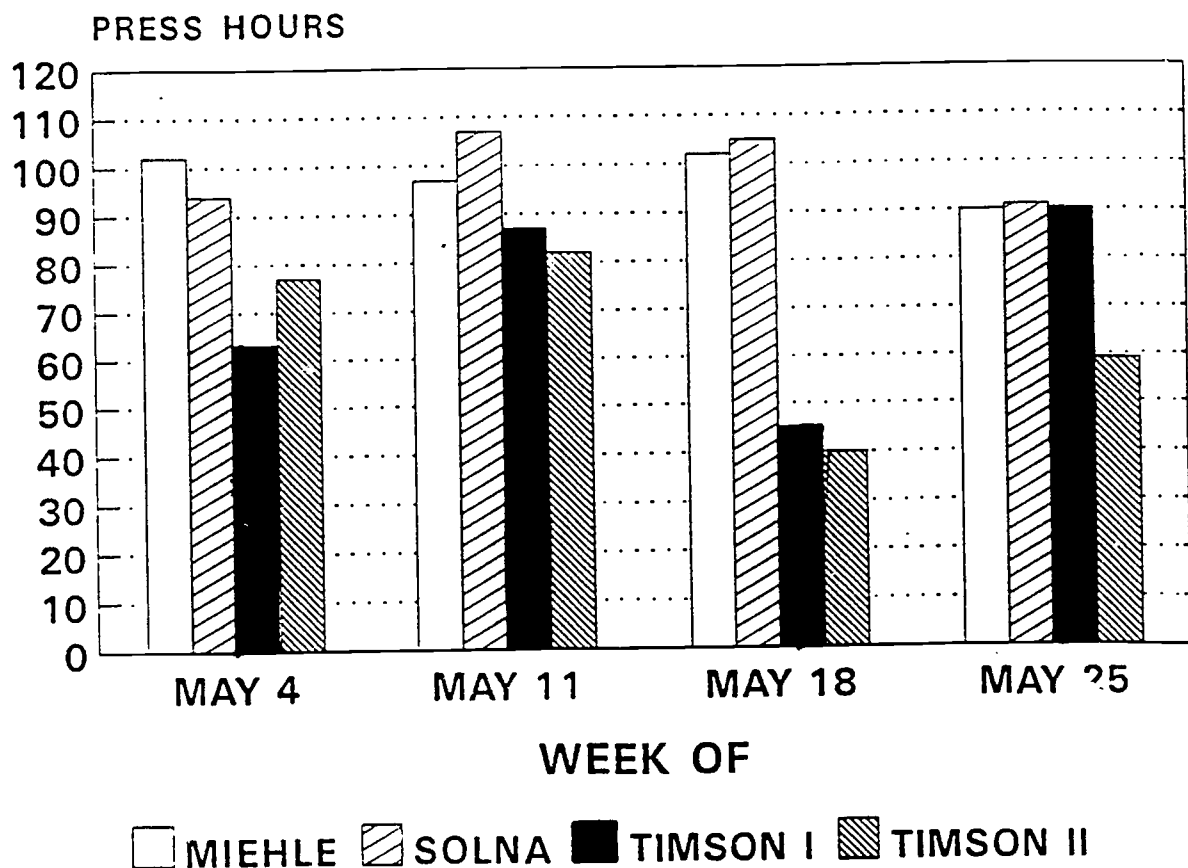
COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand graphic comparisons.

DIRECTIONS: Use the graph showing available press hours to answer these questions:

1. Which press had the smallest difference in available hours between 5/11 and 5/18?
2. Which press had the largest increase in available hours between 5/18 and 5/25?
3. Which press had the most available hours over the 4-week period?
4. Which press had the fewest available hours over the 4-week period?

CRABCAKE PRESS - AVAILABLE PRESS HOURS MAY 4 THROUGH MAY 25



COLOR SENSITIVITY CHART

COMPETENCY: Read and interpret non-prose materials. (7)

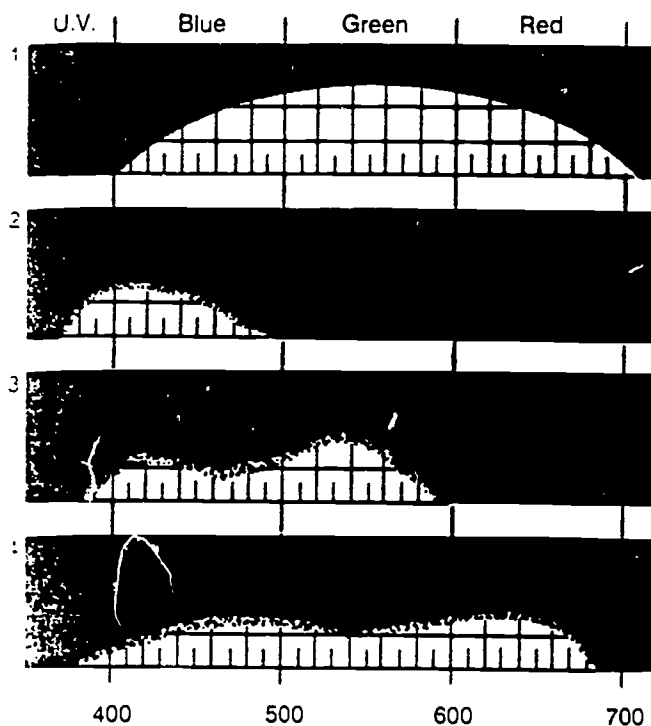
OBJECTIVE: To understand graphic comparisons.

DIRECTIONS: Use the chart titled Comparison of Color Sensitivity of Eye and Photographic Films to answer these questions:

1. Which type of film has color sensitivity most like the human eye?
2. Which type of film is most sensitive to U.V. (ultraviolet) and blue colors?
3. Which type of film is most sensitive to blue and green?
4. The prefix "pan" is used in words like panorama (a view over a wide area) and pandemic (an epidemic covering a large geographical area) and the root "chromo" means color. What do you think panchromatic film is?
5. What does this chart tell you about the human eye and ultraviolet colors?

GRAPHIC ARTS PHOTOGRAPHY

COMPARISON OF COLOR SENSITIVITY
OF EYE AND PHOTOGRAPHIC FILMS



1. Sensitivity of the human eye
2. Ordinary color-blind film

3. Orthochromatic film
4. Panchromatic film

PROFIT ACHIEVEMENT

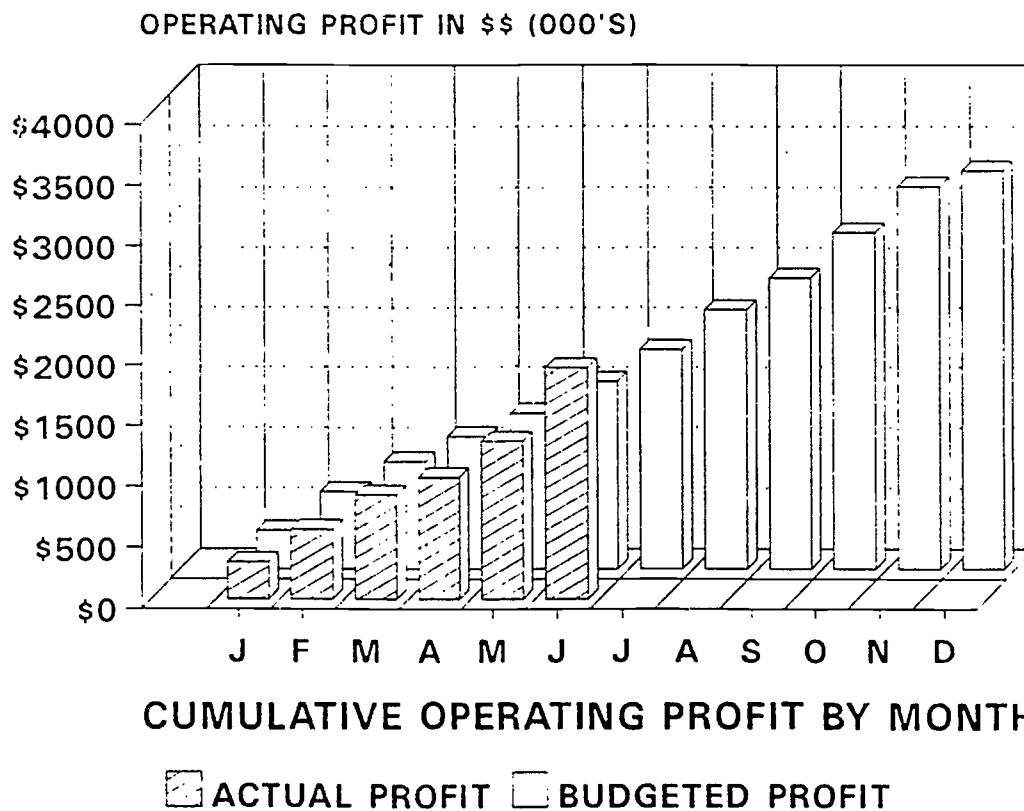
COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand graphic comparisons.

DIRECTIONS: Read the graph of Crabcake Press Profit Achievement to answer these questions:

1. What is the total profit as of June in dollars?
2. What is the budgeted profit as of June in dollars?
3. In what month did the actual profit exceed the budgeted profit?
4. How much actual profit will Crabcake Press have to achieve between June and December to meet the budgeted profit for the year (in dollars)?

CRABCAKE PRESS PROFIT ACHIEVEMENT



VIKING FOUNTAIN SOLUTION

COMPETENCY: Read and interpret non-prose materials. (7)

OBJECTIVE: To understand product information.

DIRECTIONS: Use the chart for Viking Fountain Solution to answer these questions:

1. What does the number 5 stand for under Exposure Limits for zinc nitrate?
2. What does this material look like?
3. What does this line mean: Flash Point (N/A): (N/A)
4. If your plant does not have a waste water treatment system, how can you get rid of this material?
5. What should you do if a person drinks this material?

General Offices/3M

3M Center
St. Paul, Minnesota 55144-1000
(612) 733-1110

**MATERIAL SAFETY
DATA SHEET**



DIVISION: Printing Products
TRADE NAME: VIKING FOUNTAIN SOLUTION
3M I.D. NUMBER: 77-9803-1074-3
ISSUED: OCTOBER 26, 1987
SUPERSEDES: JULY 9, 1987
DOCUMENT: 10-3275-4

1. INGREDIENTS	C.A.S. NO.	PERCENT	EXPOSURE LIMITS	
Water	N/A	60.0- 80.0	None	5
Carbohydrate polymer	N/A	10.0- 15.0	None	5
Zinc nitrate	7779-88-6	5.0- 10.0	None	5
Chromium sulfate	64093-79-4	1.0- 4.0	0.5 mg/m3	1

SOURCE OF EXPOSURE LIMIT DATA

1. ACGIH THRESHOLD LIMIT VALUES
2. FEDERAL OSHA PERMISSIBLE EXPOSURE LIMIT
3. 3M EXPOSURE GUIDELINES
4. CHEMICAL MANUFACTURER RECOMMENDED GUIDELINES
5. NONE ESTABLISHED

ABBREVIATIONS

N/D - NOT DETERMINED
N/A - NOT APPLICABLE

2. PHYSICAL DATA

BOILING POINT: 215 F
VAPOR PRESSURE: Equals Water
VAPOR DENSITY (AIR=1): Equals Water
EVAPORATION RATE (Water = 1): 1
SOLUBILITY IN WATER: Infinite
SP. GRAVITY (WATER=1): 1.07
PERCENT VOLATILE: 84.0
VISCOSITY: 12.5 cps
pH: 1.7
APPEARANCE AND ODOR: Dark Green - Odorless Liquid

3. FIRE AND EXPLOSION HAZARD DATA

FLASH POINT (N/A): N/A
FLAMMABLE LIMITS - LEL: N/A UEL: N/A

EXTINGUISHING MEDIA:

None

SPECIAL FIRE FIGHTING PROCEDURES:

General Offices/3M

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MATERIAL SAFETY
DATA SHEET



MSDS: VIKING FOUNTAIN SOLUTION
OCTOBER 26, 1987

Page 2

None
UNUSUAL FIRE AND EXPLOSION HAZARDS:
None

=====

4. REACTIVITY DATA

=====

STABILITY: STABLE

INCOMPATIBILITY - MATERIALS TO AVOID:

None
HAZARDOUS POLYMERIZATION: MAY NOT OCCUR

HAZARDOUS DECOMPOSITION PRODUCTS:
None

=====

5. ENVIRONMENTAL INFORMATION

=====

SPILL RESPONSE:

Observe precautions from other sections. Wear protective equipment. Collect spilled material into U.S. Department of Transportation approved container. Use absorbed material as needed in clean-up procedure. Wash spill area with water to remove residue. Spill can be treated with lime or slaked lime to neutralize acid.

RECOMMENDED DISPOSAL:

Dispose waste product at a hazardous waste facility or treat to remove chromium and neutralize before discharging to a waste water treatment system. Consult applicable regulations or authorities before disposal.

ENVIRONMENTAL DATA:

U.S. EPA Hazardous Waste Number: D002 (Corrosive), D007 (Chromium)

=====

6. SUGGESTED FIRST AID

=====

EYE CONTACT:

Immediately flush eyes with plenty of water and continue for ten minutes holding the eye lids open. Call a physician.

SKIN CONTACT:

Wash with soap and water. If symptoms persist, consult a physician.

INHALATION:

Remove person to fresh air. If breathing is difficult, administer oxygen. If breathing has stopped, give artificial respiration. Keep person warm and quiet. Call a physician.

IF SWALLOWED:

Do not induce vomiting. Give one to two glasses of water. Call a physician..

100

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WORKING WITH PICAS

COMPETENCY: Solve problems using whole numbers. (1)

OBJECTIVE: To divide whole numbers.

DIRECTIONS: Convert these pica measures to inches using the formula $\text{picas} \div 6 = \text{inches}$.

<u>PICAS</u>	<u>INCHES</u>
1. 48 picas	_____
2. 36 picas	_____
3. 42 picas	_____
4. 24 picas	_____
5. 54 picas	_____
6. 66 picas	_____
7. 18 picas	_____

CONVERTING INCHES TO POINTS

COMPETENCY: Solve problems using whole numbers. (1)

OBJECTIVE: To multiply whole numbers.

DIRECTIONS: Convert these inch measures to points using the formula inches x 72 = points.

INCHES

POINTS

1. 18

2. 32

3. 13

4. 35

5. 21

6. 14

7. 16

WORKING WITH POINTS

COMPETENCY: Solve problems using whole numbers. (1)

OBJECTIVE: To divide whole numbers.

DIRECTIONS: Convert these point measures to inches using the formula $\text{points} \div 72 = \text{inches}$.

<u>POINTS</u>	<u>INCHES</u>
1. 360 points	_____
2. 216 points	_____
3. 432 points	_____
4. 648 points	_____
5. 792 points	_____
6. 144 points	_____
7. 1,512 points	_____

INCHES, POINTS, AND PICAS

COMPETENCY: To solve problems using whole numbers. (1)

OBJECTIVE: To multiply and divide whole numbers.

DIRECTIONS: Convert each measure to the units indicated using these formulas:

inches x 72 = points
inches x 6 = picas
picas x 12 = points
points ÷ 72 = inches
picas ÷ 6 = inches
points ÷ 12 = picas

1. 24 inches = _____ picas
2. 14 inches = _____ picas
3. 12 points = _____ picas
4. 6 picas = _____ inches
5. 7 inches = _____ points
6. 20 inches = _____ points
7. 72 points = _____ inches
8. 8 inches = _____ picas
9. 16 inches = _____ points
10. 36 points = _____ picas

WHOLE NUMBER WORD PROBLEMS

COMPETENCY: Solve problems using whole numbers. (1)

OBJECTIVE: To solve word problems using whole numbers.

DIRECTIONS: Solve the following problems.

1. Herb's straight time pay is \$8 an hour. How much does he earn in a forty-hour week?
2. Herb gets time and a half for working overtime. How much would he get paid for working 12 hours overtime?
3. Marion's straight time pay is \$12 an hour. How much does she earn in a forty-hour week?
4. Marion gets time and a half for working overtime. How much would she get paid for working 15 hours overtime?
5. At the end of the week, the paper recycling bins in the three press rooms weighed 300 lbs from the Timson press, 250 lbs. from the Meihle press, and 200 lbs from the Miller press. What was the total weight of the paper in the three bins?
6. Crabcake Press receives \$2 for every 50 pounds of paper they sell to the recycling company. How much will they receive for the paper from the week in #5?

PACKING CARTONS

COMPETENCY: To solve problems using whole numbers. (1)

OBJECTIVE: To solve word problems by dividing whole numbers.

DIRECTIONS: Solve the following problems. Round your answers up to the nearest whole carton or pallet.

1. The packing cartons are 11" high x 15" wide x 9" long. Each book is 1" high x 5" wide x 9" long.
 - a. How many books can you fit in a single stack in each carton?
 - b. How many books can you fit across the bottom (width) of each carton?
 - c. How many books can you fit in each carton?
2. The packing cartons are 8" high x 12" wide x 18" long. Each book is 1" high x 3" wide x 9" long.
 - a. How many books can you fit in a single stack in each carton?
 - b. How many books can you fit across the bottom (width) of each carton?
 - c. How many books can you fit in each carton?

CARTONS AND PALLETS

COMPETENCY: Solve problems using whole numbers. (1)

OBJECTIVE: To solve word problems by multiplying and dividing whole numbers.

DIRECTIONS: Solve the following problems. Round your answers up to the nearest whole carton or pallet.

1.
 - a. You are packing a 10,000 book job. If each carton will hold 8 books, how many cartons will you need for the job?
 - b. If each pallet holds 130 cartons, how many pallets will you need for the job?
 - c. How many books will be on each pallet?
 - d. How many books will be on the last pallet?
2.
 - a. You are packing a 23,500 book job. If each carton will hold 25 books, how many cartons will you need?
 - b. If each pallet holds 190 cartons, how many pallets will you need for this job?
 - c. How many books will be on each pallet?
 - d. How many books will be on the last pallet?
3.
 - a. You are packing a 17,500 book job. Each carton will hold 16 books. How many cartons will you need for the job?
 - b. If each pallet holds 158 cartons, how many pallets will you need for the job?
 - c. How many books will be on each pallet?
 - d. How many books will be on the last pallet?
4.
 - a. You are packing a 32,565 book job. Each packing carton will hold 24 books. How many cartons will you need?
 - b. If each pallet holds 170 cartons, how many pallets will you need for this job?
 - c. How many books will be on each pallet?
 - d. How many books will be on the last pallet?

BASIC ROUNDING

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round whole numbers.

DIRECTIONS: Round each number to the places indicated.

Round to the nearest ten dollars

1. \$ 25 _____
2. \$ 39 _____
3. \$ 46 _____
4. \$ 23 _____
5. \$125 _____

Round to the nearest hundred dollars

1. \$129 _____
2. \$289 _____
3. \$730 _____
4. \$398 _____
5. \$ 75 _____

Round to the nearest thousand

11. \$1,678 _____
12. \$7,543 _____
13. \$4,390 _____
14. \$10,992 _____
15. \$29,989 _____

ROUNDING

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round whole numbers.

DIRECTIONS: Round each number to the place underlined.

1. 23 _____

2. 10,345 _____

3. 21,899 _____

4. 123,234 _____

5. 4,532 _____

6. 9,893 _____

7. 67,453 _____

8. 129,490 _____

9. 189,345 _____

10. 12,970 _____

11. 109,002 _____

12. 1,007 _____

13. 23,009 _____

14. 109,999 _____

15. 999,950 _____

TEN MINUTES

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round hours and minutes using twelve-hour time.

DIRECTIONS: Calculate the time spent on each task and round the time for each entry to the nearest ten minutes.

OPERATOR NO. J-23		CARD NO. 1	
Name & Job No.	Time Worked Start - Stop	Time Spent hrs - minutes	
1. counts	7:30 - 7:47	_____	
2. scheduling	7:52 - 8:00	_____	
3. counts	8:00 - 8:12	_____	
4. mailing	8:12 - 8:23	_____	
5. AS LS 17	8:23 - 8:38	_____	
6. proofing	8:38 - 8:59	_____	
7. counts	9:00 - 9:28	_____	
8. billing	9:28 - 9:34	_____	
9. mailing	9:34 - 9:59	_____	
10. scheduling	10:00 - 10:47	_____	

FIVE MINUTES

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round hours and minutes using twelve-hour time.

DIRECTIONS: Calculate the time spent on each task and round the time for each entry to the nearest five minutes.

OPERATOR NO. J-23		CARD NO. 1	
Name & Job No.	Time Worked Start - Stop	Time Spent hrs - minutes	
1. counts	7:30 - 7:52	_____	
2. scheduling	7:52 - 8:12	_____	
3. counts	8:12 - 8:23	_____	
4. mailing	8:23 - 8:47	_____	
5. AS LS 17	8:47 - 9:08	_____	
6. proofing	9:12 - 9:34	_____	
7. counts	9:34 - 10:08	_____	
8. billing	10:08 - 10:26	_____	
9. mailing	10:26 - 11:13	_____	
10. scheduling	10:32 - 10:49	_____	

QUARTER HOURS

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round hours and minutes using twelve-hour time.

DIRECTIONS: Round each time entry to the nearest quarter hour.

1. 32 minutes _____
2. 42 minutes _____
3. 25 minutes _____
4. 52 minutes _____
5. 18 minutes _____
6. 23 minutes _____
7. 37 minutes _____
8. 50 minutes _____
9. 14 hours, 8 minutes _____
10. 2 hours, 21 minutes _____
11. 12 hours, 19 minutes _____
12. 6 hours, 14 minutes _____

ROUNDING DECIMALS

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To round decimals.

DIRECTIONS: Round the following decimals to the places indicated.

Round to the nearest tenth

1. 12.35 _____
2. 28.79 _____
3. 14.63 _____
4. 18.234 _____
5. 87.909 _____

Round to the nearest hundredth

6. 8.329 _____
7. 9.345 _____
8. 8.459 _____
9. 13.8489 _____
10. 23.897 _____

Round to the nearest thousandth

11. 1.8949 _____
12. 7.3893 _____
13. 4.5797 _____
14. 10.9999 _____
15. 29.9806 _____

NEAREST 1/16"

COMPETENCY: Solve problems using estimating and rounding. (2)

OBJECTIVE: To convert centimeters and millimeters to inches and to round decimals using a conversion chart.

DIRECTIONS: Convert the centimeters or millimeters to inches using the appropriate conversion factor. Use the decimal conversion chart to round your answer to the nearest sixteenth of an inch.

Centimeters x .39 = inches
Millimeters x .04 = inches

1. 10 cm = _____ inches
2. 34 cm = _____ inches
3. 12 cm = _____ inches
4. 128 mm = _____ inches
5. 133 mm = _____ inches
6. 161 mm = _____ inches
7. 24 cm = _____ inches
8. 56 mm = _____ inches
9. 17 cm = _____ inches
10. 14 cm = _____ inches

DECIMALS			DECIMALS		
	$\frac{1}{64}$	0.015625		$\frac{33}{64}$	0.515625
	$\frac{1}{32}$.03125		$\frac{17}{32}$.53125
	$\frac{3}{64}$.046875		$\frac{35}{64}$.546875
$\frac{1}{16}$	$\frac{5}{64}$.0625	$\frac{9}{16}$	$\frac{37}{64}$.5625
	$\frac{3}{32}$.078125		$\frac{19}{32}$.578125
	$\frac{7}{64}$.09375		$\frac{39}{64}$.59375
$\frac{1}{8}$	$\frac{9}{64}$.109375	$\frac{5}{8}$	$\frac{41}{64}$.609375
	$\frac{5}{32}$.1250		$\frac{21}{32}$.6250
	$\frac{11}{64}$.140625		$\frac{43}{64}$.640625
$\frac{3}{16}$	$\frac{13}{64}$.15625	$\frac{11}{16}$	$\frac{45}{64}$.65625
	$\frac{7}{32}$.171875		$\frac{23}{32}$.671875
	$\frac{15}{64}$.1875		$\frac{47}{64}$.6875
$\frac{1}{4}$	$\frac{17}{64}$.203125	$\frac{3}{4}$	$\frac{49}{64}$.703125
	$\frac{9}{32}$.21875		$\frac{25}{32}$.71875
	$\frac{19}{64}$.234375		$\frac{51}{64}$.734375
$\frac{5}{16}$	$\frac{21}{64}$.2500	$\frac{13}{16}$	$\frac{53}{64}$.7500
	$\frac{11}{32}$.265625		$\frac{27}{32}$.765625
	$\frac{23}{64}$.28125		$\frac{55}{64}$.78125
$\frac{3}{8}$	$\frac{25}{64}$.296875	$\frac{7}{8}$	$\frac{57}{64}$.796875
	$\frac{13}{32}$.3125		$\frac{29}{32}$.8125
	$\frac{27}{64}$.328125		$\frac{59}{64}$.828125
$\frac{7}{16}$	$\frac{29}{64}$.34375	$\frac{15}{16}$	$\frac{61}{64}$.84375
	$\frac{15}{32}$.359375		$\frac{31}{32}$.859375
	$\frac{31}{64}$.3750		$\frac{63}{64}$.8750
$\frac{1}{2}$	$\frac{31}{64}$.390625	$\frac{1}{1}$	$\frac{64}{64}$.88750
	$\frac{15}{32}$.40625			.890625
	$\frac{27}{64}$.421875			.90625
$\frac{9}{16}$	$\frac{29}{64}$.4375			.921875
	$\frac{15}{32}$.453125			.9375
	$\frac{31}{64}$.46875			.953125
	$\frac{31}{64}$.484375			.96875
	$\frac{31}{64}$.5000			.984375
					1.000

ESTIMATING SIZE

COMPETENCY: Solve problems by estimating and rounding. (2)

OBJECTIVE: To use parts of your hand or arm to estimate measurements.

DIRECTIONS: Use a ruler to measure the following parts of your hands and forearm. Round each measure to the nearest half or whole inch.

INCHES

Length of your hand

Width of your hand

width of 1 finger

width of 2 fingers

width of 3 fingers

width of 4 fingers

Distance from the knuckle to the first joint of each finger:

thumb

index finger

middle finger

ring finger

pinky finger

thumb to tip of any finger

elbow to tip
of middle finger (cubit)

Other useful estimates:

AVERAGES

COMPETENCY: Solve problems using averages. (3)

OBJECTIVE: To calculate averages.

DIRECTIONS: Solve the following averages problems.

1. These are the total number of book cartons you packed each day last week: 450, 390, 525, 650, 430. What was the average number of cartons you packed per day?
2. In January you worked 23 hours overtime, in February 42 hours, in March 29 hours, in April 42 hours. What is the average number of overtime hours you worked?
3. You spent the following amounts on lunches for past 7 weeks. \$15, \$17, \$14, \$23, \$16, \$18, \$12. Calculate the average amount you spend on lunches for a week.
4. Calculate your average overtime pay for the last 5 weeks using the following figures: \$190, \$121, \$256, \$310, \$198.
5. These are the number of new employees hired by Crabcake Press during each of the last six months: 6, 8, 15, 4, 12, 8. Calculate the average number of new employees per month.

WHAT'S THE AVERAGE?

COMPETENCY: To solve problems using averages. (3)

OBJECTIVE: To calculate averages.

DIRECTIONS: Solve these problems using averages. Round your answers to the nearest whole number.

1. The Timson Press produced the following number of jobs during each of the past six months: 23, 56, 45, 71, 42, 64. What was the average number of jobs produced?
2. During your first week at Crabcake Press, these are the minutes it took you to drive to work in the morning: 23, 35, 28, 25, 30. What is your average commuting time?
3. These are the number of employees in each department at Crabcake Press: Composition 12, Prep 8, Customer Service 10, Personnel 4, Press 14, Finishing 18. What is the average number of employees per department?
4. These are the ages of the employees in your department: 23, 45, 29, 51, 42, 63. Calculate the average age.
5. These are the number of sales for each of the past 8 months: 23, 14, 24, 19, 32, 39, 42, 28. Calculate the average number of sales per month.

USING AVERAGES IN THE PLANT

COMPETENCY: Solve problems using averages. (3)

OBJECTIVE: To calculate averages.

DIRECTIONS: Solve the following averages problems.

1. Crabcake Press keeps records of the ink spoilage in pounds. What was the average pounds of ink spoilage per month?

Jan	150 lbs.
Feb	175 lbs.
Mar	128 lbs.
Apr	110 lbs.
May	138 lbs.
Jun	193 lbs.

2. You work as a typesetter in composition. These are the number of jobs you completed each month last year: 21, 16, 31, 23, 25, 33, 19, 26, 36, 24, 22, 13. What is the average number of jobs you completed each month?
3. Over the last 6 months, the paper discard bins weighed 480, 690, 850, 325, 638, and 725 lbs. What was the average paper spoilage in pounds?
4. If a roll of paper weighs 500 lbs., the spoilage was equivalent to how many rolls?
5. During the last five months the price per pound of ink has been \$2.50, \$3.10, \$2.80, \$2.60, \$3.00. What was the average price per pound of the ink?

CALCULATING AVERAGES

COMPETENCY: Solve problems using averages. (3)

OBJECTIVE: To calculate averages.

DIRECTIONS: Solve the following problems.

1. Plant 1 bought paper from the regular supplier. Plant 2 bought paper from the lowest-priced merchant each month. Compare the average cost of Plant 1 and Plant 2 to see which method costs less in the long run.

Plant 1 \$238, 212, 258, 312, 263, 301

Plant 2 \$321, 251, 238, 276, 229, 305

2. Calculate the average age of the employees in each of the departments at Crabcake Press.

Average
Age

Bindery: 23, 32, 42, 51, 28, 33, 44

Book Engineering: 29, 38, 36, 41, 55, 32, 49

Composition: 33, 39, 44, 53, 21, 48, 61

Customer Service: 29, 36, 55, 34, 27, 31, 42

3. What is the average age of the employees at Crabcake Press?
4. What is the average age of the employees under age 50?
5. What is the average age of the employees over age 35?

AVERAGE SALARY

COMPETENCY: Solve problems using averages. (3)

OBJECTIVE: To calculate averages.

DIRECTIONS: Solve the following problems. Round your answers to the nearest penny.

1. These are the hourly overtime pay rates for the people in the bindery at Crabcake Press: \$12.56, \$13.45, \$15.67, \$23.14, \$18.90 and \$17.60. Calculate the average overtime pay rate.
2. These are the weekly salaries for the people in the customer service department: \$490.15, \$389.23, \$467.90, \$543.52, \$632.67, \$397.32. Calculate the average weekly salary.
3. Employees are paid 52 weeks of the year. Calculate the average annual salary for the people in the customer service department.
4. Bob's income has changed each year. His annual income has been \$23,500, \$26,200, \$26,800, \$27,400, and \$29,300 over the past five years. Calculate his average annual income.
5. Bob's annual income has increased each year. What is his average annual increase?
6. Bob's current annual income is \$29,900. If Bob's income continues to rise by the average amount each year, what will his income be in 5 years?

DOWN TIME

COMPETENCY: Solve problems using averages. (3)

OBJECTIVE: To compute averages.

DIRECTIONS: Answer the following questions.

These are total hours of down time for the three presses at Crabcake Press during the past 10 weeks:

	Timson	Miehle	Solna
Wk 1	12.6	2.8	16.9
Wk 2	13.9	9.6	3.7
Wk 3	23.2	14.9	15.3
Wk 4	14.8	12.3	12.4
Wk 5	16.3	19.0	8.9
Wk 6	10.2	6.7	14.5
Wk 7	11.0	14.3	9.3
Wk 8	5.9	22.2	19.8
Wk 9	16.1	13.4	13.6
Wk 10	11.3	10.2	12.1

Avg

1. Calculate the average down time for each press.
2. What is the average down time for all three presses combined?
3. What is the difference in the average down time between the Solna and Timson presses?
4. What is the difference in down time between the Miehle and Timson presses?
5. Calculate the average hours of down time for the Timson press during one year. The press runs 50 weeks of the year.

SPENDING LEAKS

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To multiply and divide decimals.

DIRECTIONS: Answer the following questions.

1.
 - a. If you spend \$2.75 for lunch each day, how much do you spend during a five-day week?
 - b. How much will you spend if you buy lunch 252 working days of the year?
 - c. If you worked 252 days of the year and spent \$820 on lunches, what was the approximate cost of each lunch?
2.
 - a. If you buy two \$.60 sodas each day, how much do you spend in a 5-day week?
 - b. If you buy two sodas each day, how much do you spend in a year if you work 260 days?
 - c. If you spent \$374.40 on sodas during the year how much did you spend each week? (A year has 52 weeks)
 - d. At \$.60 per can, how many cans did you buy each week?
3. If round-trip bus fare to work is \$2.35, how much do you spend on bus fares working 252 days of the year?

HOW MUCH DO YOU SPEND?

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To multiply and divide decimals.

DIRECTIONS: Solve the following problems.

1. If bus fare for a five-day work week costs you \$22.50, how much do you spend to ride one way?

2. A cup of coffee from the beverage machine at Crabcake Press costs \$.30. If you buy a cup each morning, how much do you spend in a year if you work 252 days?
 - a. If you spent \$189 during the year on coffee, how many cups did you buy?

 - b. The vendor collected \$375 from the coffee machine at the end of the week. How many cups of coffee were sold that week?

3. UPS charges \$.17 a pound for shipping. Calculate the shipping charges for the following order. There are 3,460 pamphlets each weighing .23 lbs. Round your answer to the nearest cent.
 - a. A private delivery company quoted a price of \$145.67 for the above order. How much do they charge per pound?

WORKING WITH DECIMALS

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To determine hourly pay using a paycheck.

DIRECTIONS: These employees of Crabcake Press worked the stated number of hours in a week and received the pay shown. What was their hourly pay?

<u>EMPLOYEE</u>	<u>GROSS PAY</u>	<u>HOURS WORKED</u>	<u>HOURLY PAY</u>
Alphonse	\$261.80	38.5	
Baxter	\$215.35	29.5	
Chumley	\$321.75	39	
Doreen	\$344.27	34.6	
Elbert	\$119.07	18.9	

CALCULATING NET PAY

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To understand a paycheck.

DIRECTIONS: Listed below are the earnings and deductions from employees' pay check stubs. What is each employee's net pay?

Vocabulary

Gross Pay: the total amount earned during the pay period

Deductions: the amounts taken out of the gross pay

Net Pay: the amounts remaining after deductions are taken out

NAME	GROSS PAY	FED TAX	S.S. TAX	MD TAX	TOTAL DED.	NET PAY
ALEX	310.00	36.25	18.60	9.09	_____	_____
BAXTER	328.00	28.10	19.68	10.16	_____	_____
CHUMLEY	338.00	43.90	20.28	12.88	_____	_____
DOREEN	270.00	24.85	16.20	8.35	_____	_____
ELBERT	374.00	52.65	22.44	14.73	_____	_____

USING A PAY STATEMENT

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To understand information on a pay statement.

DIRECTIONS: Use Jane Doe's pay statement to answer the questions.
Gross pay is the amount of pay before taxes or deductions.
Net pay is the amount of pay after taxes and deductions.

1. How much did Mrs. Doe earn for working 40 hours this week?
2. How much did Mrs. Doe earn for working overtime this week?
3. Calculate Mrs. Doe's gross pay.
4. Mrs. Doe had three deductions from her paycheck. What is the total amount of these deductions?
5. Mrs. Doe pays four kinds of tax. What is the total tax for this pay period?
6. What is the total amount taken from Mrs. Doe's paycheck?
7. What is Mrs. Doe's net pay?
8. Mrs. Doe gets paid every week of the year. If she did not work any overtime this year what would be her gross annual salary? (There are 52 weeks in a year).
9. If the amount of Mrs. Doe's DIRCHK (direct deposit) was her net pay every week of the year, what would be her net annual salary?
10. Using the figures on this pay statement, calculate the annual amount Mrs. Doe pays for each of the following:

Federal Income Tax _____

Social Security Tax _____

State Income Tax _____

11. If the CREDIT deduction is a deposit into her credit union savings account, how much does she save in a year?

Co. Code	Department	File No.	Clock#/ID	Social Security No.	Name	Pay Period	Pay Date
GEG	101	10118	43	220-30-1111	Jane Doe	ENDING 06/16/91	6/20/91
Hours/Units	Rate	Earnings	Type	Deduction	Type	Deduction	Type
4000	70000	28000	REG	2519	METRO	1000	CREDIT
600	105000	6300	O/T	1121	PRE/H	20479	DIRCHK
This Pay	Gross Pay	Federal Income Tax	Soc. Sec. Tax	Medicare Tax	State Income Tax	Local Income Tax	SUI/SDI
YTD	726320	97156	43430	10159	42119		
2984.80		42.00					Net Pay

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MILITARY SERVICE

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To multiply and subtract decimals.

DIRECTIONS: Employees of Crabcake Press are paid the difference between their normal straight time pay and their military pay when they serve in the Reserves or National Guard. What will Crabcake Press pay these employees for the week they are on National Guard duty? Show your work.

<u>Employee</u>	<u>Hourly pay</u>	<u>40-Hours pay</u>	<u>Nat'l. Guard pay</u>	<u>Amount paid by Crabcake</u>
Karl	\$ 7.45	_____	\$220	_____
Leroy	\$ 6.55	_____	\$185	_____
Myrtle	\$ 9.25	_____	\$235	_____
Newton	\$ 8.75	_____	\$166	_____
Olive	\$ 7.25	_____	\$218	_____
Dover	\$ 8.45	_____	\$198	_____
Rudolph	\$ 6.95	_____	\$202	_____
Sylvanus	\$10.20	_____	\$331	_____
Theos	\$ 9.85	_____	\$302	_____
Veronica	\$ 7.70	_____	\$209	_____

DECIMAL WORD PROBLEMS

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To add, subtract, multiply, and divide decimals to solve word problems.

DIRECTIONS: Solve the following word problems:

1. At the beginning of a 5-day week, the odometer reading in your car was 47,235.9 miles. The reading at the end of the week was 47359.4 miles. If all you did that week was travel to and from work, how many miles did you travel one way? Round your answer to the nearest tenth of a mile.
2. Machine oil for the presses costs \$6.89 per gallon. The Miehle press required 12.3 gallons for this calendar quarter, the Solna press 14.7 gallons, the Timson press 21.6 gallons, and the Miller press 25.3 gallons. Calculate the cost of the oil used for this calendar quarter.
 - a. Susan in the purchasing department has found a new supplier that sells machine oil for \$1.68 a quart. Is this more or less expensive than the price of the current supplier?
3. At the beginning of a 5-day week, the odometer reading in your car was 32,876.4 miles, and 33,235.6 miles at the end of the week. If you used 12 gallons of gas that week, how many miles do you get per gallon? Round your answer to the nearest whole mile.
4. 38" x 46" 100# white offset cover paper costs \$231.54 per 5,000 sheets. What is the cost per sheet? Round your answer to the nearest cent.

OVERTIME PAY

COMPETENCY: Solve problems using decimals. (4)

OBJECTIVE: To calculate overtime pay.

DIRECTIONS: Read the page from the Crabcake Press Employee Handbook to answer the following questions on overtime pay:

1. Alphonse Bagley earns \$13.40 an hour. He worked 50 hours during the week, but took Wednesday as an approved vacation day with pay. How many hours does he get overtime pay for? What is his total pay for the week?
2. Baxter Stalwart earns \$12.50 an hour. He worked his usual 40 hours this week. But he also worked overtime 3 hours on Monday, 4 hours on Tuesday, and 2 hours on Friday. What is Baxter's total pay for the week?
3. Grover Washington earns \$16.30 an hour. He worked 48 hours Monday through Friday, 6 hours on Saturday and 6 hours on Sunday. What is Grover's total pay for the week?
4. Broonhilda Steinberger earns \$10.50 an hour. She called in sick on Monday morning. The rest of the week she worked 48 hours. How many hours does she get overtime pay for? What is Broonhilda's total pay for the week?
5. Salaried employee Doreen Smythe earns \$11.45 an hour. She worked 40 hours Monday through Friday, 5 hours on Saturday and 4 hours on Sunday. Calculate Doreen's total pay for the week.

OVERTIME

In addition to providing a quality product, our jobs depend upon our ability to meet production schedules. Overtime hours are often required to serve our customers. Employee commitment to daily and weekly overtime is a necessary condition of employment at Crabcake Press. Your willingness to work overtime is a factor considered during the performance appraisal process.

All approved paid time off (except disability or sick leave) that occurs during the regular work week will be counted as hours worked when computing overtime.

HOURLY employees will be paid overtime rates according to the following guidelines:

Overtime hours will be computed on the basis of one and one-half times your straight time hourly rate for:

- All hours worked in excess of your regular shift (8 paid straight-time hours) during any weekday (Monday through Friday).
- All hours worked in excess of your regularly scheduled work week (40 paid straight-time hours) on the sixth workday of the week.

Overtime hours will be computed on the basis of two times your straight time hourly rate for:

- All hours worked on the seventh day providing 40 straight-time hours have been paid during the same work week.

On the seventh day, you will not be paid for more hours at double time than you were paid on the sixth day without specific advance authorization from your supervisor. The seventh day normally begins at 11 PM on Saturday night for third shift employees and at 7 AM on Sunday for first and second shift employees.

- All hours worked on a company holiday, providing certain "holiday weekend" conditions have been met.

If you are requested to work on a company holiday, you will be paid two times your straight-time rate plus holiday pay. If schedule requirements are such that any holiday weekend days can be worked, the first overtime day will be at time and one-half and subsequent days will be at double time.

For example, if a company-paid holiday falls on a Friday and you are asked to work on Saturday but elect to work on Friday, overtime will be paid at time and one-half plus holiday pay. If you work on Friday and Saturday, Friday will be paid at time and one-half plus holiday pay and Saturday will be paid at double time.

SALARIED (nonexempt) employees will be paid an overtime rate of one and one-half times their hourly rate for all hours worked in excess of 40 hours per week.

FINAL TRIM SIZE

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: To add fractions.

DIRECTIONS: Calculate the final trim size for each job. Show your work.

JOB #8890

Bind margin: $\frac{3}{4}$ "
Outside margin: $\frac{1}{4}$ "
Type page width: 5"

Head margin: $\frac{3}{8}$ "
Foot margin: 1"
Type page length: 8"

FINAL TRIM SIZE: _____

JOB #8891

Bind margin: $1 \frac{1}{8}$ "
Outside margin: $\frac{3}{4}$ "
Type page width: $6 \frac{5}{8}$ "

Head margin: $\frac{3}{4}$ "
Foot margin: $\frac{3}{4}$ "
Type page length: $9 \frac{1}{2}$ "

FINAL TRIM SIZE: _____

JOB #8892

Bind margin: $\frac{7}{16}$ "
Outside margin: $\frac{5}{16}$ "
Type page width: $5 \frac{3}{8}$ "

Head margin: $\frac{7}{8}$ "
Foot margin: $1 \frac{1}{8}$ "
Type page length: 7"

FINAL TRIM SIZE: _____

JOB #8893

Bind margin: 7/16" Head margin: 5/8"
Outside margin: 5/8" Foot margin: 7/8"
Type page width: 8 7/16" Type page length: 10 1/2"

FINAL TRIM SIZE: _____

JOB #8894

Bind margin: 5/8" Head margin: 7/16"
Outside margin: 7/8" Foot margin: 5/8"
Type page width: 5 1/4" Type page length: 6 7/16"

FINAL TRIM SIZE: _____

PAGE DESIGN

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: Divide fractions to answer job-related questions.

DIRECTIONS: Assume the figures given include appropriate spacing. "Type page" means the area of the page that will hold text. It does not include margins.

1. How many columns 18 picas wide will fit across a type page 42 picas wide?
2. A halftone is $18 \frac{1}{2}$ picas long. Can you fit 3 of these halftones down a type page 55 picas long?
3. The length of a type page is $55 \frac{1}{2}$ picas. If each line of text requires $1 \frac{1}{2}$ picas, how many lines will fit down the length of a page?
4. How many $12 \frac{1}{2}$ pica halftones will fit across a type page $42 \frac{1}{2}$ picas wide?
5. The length of a type page is $44 \frac{1}{2}$ picas. If a each line of text requires $2 \frac{1}{2}$ picas, how many lines will fit down the length of a page?
6. How many halftones 23 picas long will fit down the length of a type page 56 picas long?
7. A halftone is $9 \frac{1}{2}$ picas wide. Can you fit 4 of these halftones across a type page 44 picas wide?
8. The length of a type page is $35 \frac{1}{2}$ picas. If a each line of text requires $1 \frac{1}{2}$ picas, how many lines will fit down the length of a page?
9. A halftone is $15 \frac{1}{2}$ picas wide. How many of these can you fit across a type page 40 picas wide?
10. A halftone is $8 \frac{1}{2}$ picas wide. How many of these can you fit across a type page 38 picas wide?

MEASURING COVERS

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: To group like fractions before adding.

DIRECTIONS: Add the fractions and whole numbers. Put the total for each group on the line after the "=" sign.

1	$\frac{5}{8}$	11	$\frac{1}{8}$	$\frac{1}{2}$	$\frac{5}{8}$	11	$\frac{1}{8}$	1	=
C-1	4/color "ANIATER"				C-1	4/color			
									$\frac{1}{2}$ $\frac{5}{8}$
SPINE	Violet + Black				SPINE				
									$8 \frac{1}{4}$
C-1	5/color plus violet + green				C-1				
									$1 \frac{5}{8}$
									$8 \frac{1}{4}$
									$\frac{3}{8}$ $\frac{5}{8}$

XXXXXXXXXXXXXXXXX (A) XXXXXXXXXXXXXXXXXXXX

ELECTRON SETTINGS - 1st BURN X= 3.625 1st BURN Y=11.902 2nd BURN X=15.875 2nd BURN Y=11.902

MILLING

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: To multiply and add mixed numbers.

DIRECTIONS: Employees of Crabcake Press need to find $1/2$ the thickness of a book, then add $1/8$ inch, for milling purposes. What would be the resulting measurement for these books?

<u>Thickness of book</u>	<u>$1/2$ thickness</u>	<u>Plus $1/8$</u>	<u>Total</u>
1 $15/16$			
3 $1/8$			
2 $3/16$			
1 $3/4$			
2 $7/16$			

PAGINATION LAYOUT

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: To solve page layout problems.

DIRECTIONS: This Crabcake Press pagination layout came from Book Engineering without being checked. You have been asked to find the totals.

$\frac{1}{8}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{4}"$	$6"$	$\frac{1}{8}" =$
291		290		283 LOW		298		227		226		219 LOW		234		$\frac{3}{8}"$
				SIG# 10								SIG# 8				$4\frac{3}{8}"$
																$\frac{1}{4}"$
																$4\frac{3}{8}"$
306		307		314		299		242		243		250		235		$\frac{3}{4}"$
323		322		315 LOW		330		259		258		251 LOW		266		$4\frac{3}{8}"$
				SIG# 11								SIG# 9				$\frac{1}{4}"$
																$4\frac{3}{8}"$
338		339		346		331		274		275		282		267		$\frac{3}{4}"$
335		342		343		334		271		278		279		270		$4\frac{3}{8}"$
																$\frac{1}{4}"$
																$4\frac{3}{8}"$
326		319		318		327		262		255		254		263		$\frac{3}{4}"$
303		310		311		302		239		246		247		238		$4\frac{3}{8}"$
																$\frac{1}{4}"$
																$4\frac{3}{8}"$
294		287		286		295		230		223		222		231		$\frac{3}{8}"$

PRESS SHEET LAYOUT

COMPETENCY: Solve problems using fractions. (5)

OBJECTIVE: To add and subtract unlike fractions and mixed numbers.

DIRECTIONS: Some of the off trims on this press sheet layout are missing. You know that for this kind of job, the off trims are the same on the left and right side, and the off trims for the top and bottom are the same. Work with a partner to figure out the missing off trims.

[illegible]
$$= 28''$$

VACATION CREDIT

COMPETENCY: Solve problems using fractions and mixed numbers.
(5)

OBJECTIVE: To understand vacation policy.

DIRECTIONS: Use the following information from the Crabcake Press Employee Handbook to calculate how many vacation days each employee will get credit for.

1. Alberta retired on May 31 with 26 years of service. If she had taken none of her vacation days for the current year, for how many vacation days will she get credit?
2. Marlin resigned on June 30 with 5 years of service. He had taken 7 of his vacation days. For how many vacation days will he get credit?
3. Chumley quit August 1, without giving his two weeks notice to Crabcake Press. He had 6 years of service and had taken none of his vacation days. For how many vacation days will he get credit?
4. Marcus was hired in May and fired on September 30, of the same year. For how many vacation days will he get credit?
5. Baxter was hired in August of the previous year, and resigned on October 1. He had taken 4 of his vacation days. For how many vacation days will he get credit?

VACATIONS

The number of paid vacation days available during the calendar year (January 1 through December 31) depends on your length of continuous service. Full-time employees are eligible for paid vacation in accordance with the following schedule:

Company Service	Vacation Eligibility
9 full years of service completed by 12/31 of the preceding year	20 days
4 full years of service completed by 12/31 of the preceding year	15 days
1 full year of service completed by 12/31 of the preceding year	10 days
If Hired During the Preceding Calendar Year	
Hired between 1/1 and 3/31 of the preceding year	9 days
Hired between 4/1 and 6/30 of the preceding year	8 days
Hired between 7/1 and 9/30 of the preceding year	7 days
Hired between 10/1 and 12/31 of the preceding year	6 days
If Hired During the Current Calendar Year	
Hired before 3/31 of the current calendar year	3 days
Hired between 4/1 and 6/30 of the current calendar year	2 days

Should you resign, retire, or terminate for any reason, your available vacation allotment will be reduced by one-twelfth and rounded to the nearest day for each full month that occurs between your termination date and December 31 of the current calendar year. Employees will receive credit for the final month of employment if the termination date falls on or after the 15th of the month. Wages for any vacation time taken but not yet earned will be withheld from the employee's final paycheck.

Failure to provide a two-week notice in the event of a voluntary termination will automatically forfeit your rights to any remaining earned vacation pay.

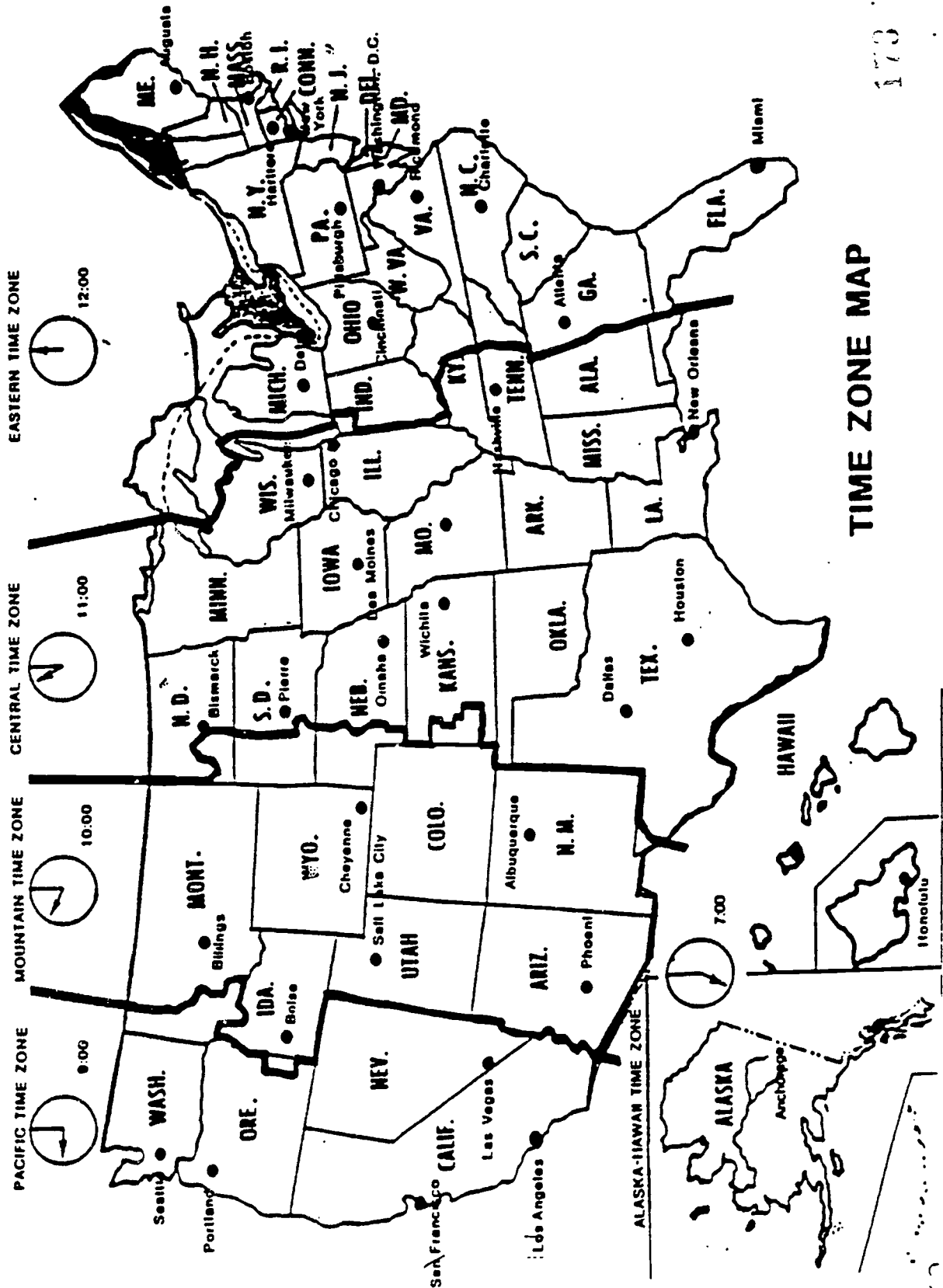
TIME ZONES

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: To interpret a U.S. time zone map.

DIRECTIONS: Use the attached time zone map to answer these questions.

1. If a customer in San Francisco calls you at 1:00 pm his time, what time is it in Baltimore?
2. If you phone a client in Houston at 9:00 am your time, what time is it there?
3. If a printer in Denver, Colorado, calls you at 2:00 pm, what time is it here?
4. If you phone someone in Phoenix, Arizona, at 8:00 pm, what time is it there?
5. If you want to reach a customer in Chicago at 9:00 am, what time would you have to call?



WORKING WITH 12-HOUR AND 24-HOUR TIME

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: To convert 12-hour time to 24-hour time.

DIRECTIONS: Complete the following table:

<u>12-HOUR</u>	<u>24-HOUR</u>	<u>12-HOUR</u>	<u>24-HOUR</u>
12:05 a.m.	<u>0005</u>	3:22 p.m.	<u> </u>
1:10 a.m.	<u> </u>	4:33 p.m.	<u> </u>
2:15 a.m.	<u> </u>	5:42 p.m.	<u> </u>
3:20 a.m.	<u> </u>	6:30 p.m.	<u> </u>
4:25 a.m.	<u> </u>	7:50 p.m.	<u> </u>
5:30 a.m.	<u> </u>	8:59 p.m.	<u> </u>
6:35 a.m.	<u> </u>	9:02 p.m.	<u> </u>
7:40 a.m.	<u> </u>	10:15 p.m.	<u> </u>
8:45 a.m.	<u> </u>	11:59 p.m.	<u> </u>
9:50 a.m.	<u> </u>	12:00 midnight	<u> </u>
10:55 a.m.	<u> </u>		
11:00 a.m.	<u> </u>		
12:05 p.m.	<u> </u>		
12:55 a.m.	<u> </u>		
1:05 p.m.	<u> </u>		
2:14 p.m.	<u> </u>		

CHANGING 12-HOUR TIME TO PRINTER'S TIME

COMPETENCY: To solve problems by calculating time. (6)

OBJECTIVE: To convert 12-hour time to 24-hour printer's time.

DIRECTIONS: Express each of the following 12-hour times in 24-hour time using decimal expressions of an hour to express the minutes. Round the decimal to the nearest hundredth.

<u>12-HOUR</u>	<u>PRINTER'S</u>	<u>12-HOUR</u>	<u>PRINTER'S</u>
12:05 a.m.	<u>12.08</u>	3:15 p.m.	<u> </u>
1:18 a.m.	<u> </u>	4:29 p.m.	<u> </u>
2:12 a.m.	<u> </u>	5:50 p.m.	<u> </u>
3:24 a.m.	<u> </u>	6:33 p.m.	<u> </u>
4:36 a.m.	<u> </u>	7:52 p.m.	<u> </u>
5:30 a.m.	<u> </u>	8:21 p.m.	<u> </u>
6:06 a.m.	<u> </u>	9:06 p.m.	<u> </u>
7:30 a.m.	<u> </u>	10:53 p.m.	<u> </u>
8:54 a.m.	<u> </u>	11:22 p.m.	<u> </u>
9:20 a.m.	<u> </u>	12:01 midnight	<u> </u>
10:53 a.m.	<u> </u>		
11:07 a.m.	<u> </u>		
12:08 p.m.	<u> </u>		
12:55 a.m.	<u> </u>		
1:05 p.m.	<u> </u>		
2:14 p.m.	<u> </u>		

TIME CARDS

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: Calculate time using hours and minutes.

DIRECTIONS: Fill in the time spent, in hours and minutes, for each entry on the time cards and the total time worked for the day.

OPERATOR NO. 21-A CARD NO. Entered Building

Name & Job No.	Jacket No.	Time Worked start - stop	Operation No.	Time Spent hrs.-mins.
CDUNTS		7:00 - 7:15	116	
FAP + TIME CARDS		7:15 - 7:30	103	
Scheduling		7:30 - 8:00	250	
Counts		8:00 - 8:15	116	
MAILING		8:15 - 8:30	255	
Scheduling		8:30 - 9:00	250	
Counts		9:00 - 9:40	116	
Scheduling		9:40 - 10:10	250	
Mailing		10:10 - 10:30	255	
Total Time		Left Building		

OPERATOR NO. 21-A CARD NO. Entered Building

Name & Job No.	Jacket No.	Time Worked start - stop	Operation No.	Time Spent hrs.-mins.
Counts		10:30 - 10:45	116	
Billing		10:45 - 11:30	250	
Scheduling		11:30 - 11:50	250	
AS-LS-1731		11:50 - 12:00	258	
AS-LS-1731		12:30 - 1:50	258	
Proofing		1:50 - 2:05	160	
Proofreading		2:05 - 2:25	103	
Counts		2:25 - 3:15	116	
Billing		3:15 - 4:30	250	
Total Time		Left Building		

CALCULATING 12-HOUR TIME

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: Add and subtract hours and minutes in 12-hour time.

DIRECTIONS: Do the following time calculations. Remember to borrow 60 minutes from the hours columns when necessary.

I. Subtracting time

1. If you have to be at work at 8:30 a.m., and it takes 50 minutes to commute, when do you have to leave?

Sample set-up: 8:30 a.m.
 - :50

2. If you have to be at work at 9:50 a.m., and it takes 35 minutes to commute, when do you have to leave?
3. If you have to be at work at 7:40 a.m., and it takes 55 minutes to commute, when do you have to leave?
4. If you have to be at work at 6:20 a.m., and it takes 38 minutes to commute, when do you have to leave?

II. Adding time

1. If you start a job at 7:35 a.m. and it takes 45 minutes to complete, what time is it when you finish?

Sample set-up: 7:35 a.m.
 + :45

2. If you start a job at 8:15 a.m. and it takes 2 hours and 55 minutes to complete, what time is it when you finish?
3. If you start a job at 10:35 p.m. and it takes 53 minutes to complete, what time is it when you finish?
4. If you start a job at 3:50 p.m. and it takes an hour and 29 minutes to complete, what time is it when you finish?

JOB START AND STOP TIME

COMPETENCY: To solve problems calculating time. (6)

OBJECTIVE: To calculate 12-hour time.

DIRECTIONS: Answer the following questions.

1. If you start a job at 8:35 a.m. and it takes 35 minutes to complete, what time is it when you finish?
2. It is now 3:25 p.m. You started a job 40 minutes ago. What time was it when you started?
3. If you started a job at 1:05 p.m. and it took 23 minutes to complete, at what time did you finish?
4. If you start a job at 12:40 p.m. and it takes 1 hour and 15 minutes to complete, what time is it when you finish?
5. It is now 11:55 a.m. You started a finishing job 25 minutes ago, what time did you start?
6. If you start a job at 10:20 a.m. and it takes 55 minutes to complete, what time is it when you finish?
7. It is now 1:05 p.m. You started a job 23 minutes ago. What time was it when you started?
8. It is now 10:10 a.m. You started a job 55 minutes ago. What time was it when you started?

MILITARY TIME

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: To understand military time.

DIRECTIONS: Complete this chart. Remember to specify a.m. or p.m. for clock time.

CLOCK TIME

MILITARY TIME

4:22 p.m.

0350

1130

7:15 p.m.

11:59 p.m.

USING TIME CARDS

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: To calculate time using hours and minutes.

DIRECTIONS: Write the time spent, in hours and minutes, for each entry on the attached time cards. Use the time cards to answer the following questions.

1. What is the total time worked by Operator 23 for this day? _____
2. What is the total time worked on the first card? _____
3. What is the total time worked on the second card? _____

To become more aware of time management, Operator 23 was asked to figure out how much time he spends per day on each task. Calculate the following:

4. Total time spent on lunch.
5. Total time spent on scheduling.
6. Total time spent on counts.
7. Total time spent on billing.
8. Total time spent on mailing.
9. Total time spent on AS-LS-1731
10. Total time spent on proofing.

OPERATOR NO. 23 CARD NO. 1 Entered Building

Name & Job No.	Jackel No.	Time Worked start - stop .	Operation No.	Time Spent hrs.-mins.
Counts		7:30 - 7:50		
Time Cards		7:50 - 8:05		
Scheduling		8:05 - 8:40		
Counts		8:40 - 8:55		
Mailing		8:55 - 9:20		
Scheduling		9:20 - 10:10		
Counts		10:10 - 10:25		
Scheduling		10:25 - 11:05		
Mailing		11:05 - 11:30		
Total Time		Left Building		

OPERATOR NO. 23 CARD NO. 2 Entered Building

Name & Job No.	Jackel No.	Time Worked start - stop .	Operation No.	Time Spent hrs.-mins.
Counts		11:30 - 12:00		
Billing		12:30 - 1:05		
Scheduling		1:05 - 1:25		
AS LS 1731		1:25 - 2:50		
AS LS 1731		2:50 - 3:10		
Proofing		3:10 - 3:25		
Counts		3:25 - 3:45		
Billing		3:45 - 5:00		
Total Time		Left Building		

TIME CONVERSIONS

COMPETENCY: Solve problems by calculating time. (6)

OBJECTIVE: To understand clock, military, and printing times.

DIRECTIONS: Compute the elapsed times in the chart below and convert them to printing time. In printing time, .1 of an hour = 6 minutes.

FROM	TO	ELAPSED TIME	PRINTING TIME
8:10 a.m.	3:22 p.m.	_____	_____
1440	2004	_____	_____
2:15 p.m.	11:21 p.m.	_____	_____
1636	0200	_____	_____
5:54 a.m.	11:24 a.m.	_____	_____
0242	2306	_____	_____

WORKING WITH PROPORTIONS

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: To solve problems using proportions.

DIRECTIONS: Solve the following problems using cross-multiplication.

1. $\frac{1}{2} = \frac{n}{12}$

2. $\frac{3}{4} = \frac{n}{16}$

3. $\frac{3}{5} = \frac{n}{15}$

4. $\frac{5}{8} = \frac{10}{n}$

5. $\frac{n}{12} = \frac{3}{4}$

6. $\frac{n}{5} = \frac{8}{20}$

7. If 3 pallets of a book order weigh 850 pounds, how much will 5 pallets weigh?
8. If three people in receiving can unload 55 pallets in 35 minutes, how long will it take them to unload 187 pallets?
9. If five people in the finishing department can pack 11 pallets in 25 minutes, how long will it take them to pack 65 pallets?
10. If the saddle stitching machine can run 250 books in 12 minutes, how long will it take to run 1,345 books?

WORKING WITH PICAS

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: To convert pica measurements into inches.

DIRECTIONS: Change these pica measurements into inches
(6 picas = 1 inch).

PICAS

INCHES

36

16

27

11

19

32

CONVERTING POINTS TO INCHES

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVES: To convert point measurements into inches.

DIRECTIONS: Convert these points into inches (72 points = 1 inch).
If necessary, use a decimal conversion chart to convert your answers to fractions.

POINTS

INCHES

486

306

387

171

342

585

324

441

621

207

165

167

CONVERTING DOLLARS TO POUNDS

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: To use proportions to convert prices from dollars to British pounds.

DIRECTIONS: You have been directed to convert the prices of these books from dollars to pounds, for sale in England. The current exchange rate is $\$1.72 = 1$ pound. Complete the chart below. Round prices up to the next higher pence. (100 pence = 1 pound)

Book Price (\$)

Price (pounds & pence)

\$18.00

\$25.00

\$19.95

\$36.50

\$42.75

160

SOLVING PROPORTIONS

COMPETENCY: Solve problems using proportions. (7)

OBJECTIVE: To solve proportions.

DIRECTIONS: Solve the following problems using cross multiplication:

1) $\frac{5}{8} = \frac{n}{24}$

2) $\frac{8}{12} = \frac{n}{36}$

3) $\frac{3}{9} = \frac{n}{36}$

4) $\frac{7}{8} = \frac{35}{n}$

5) $\frac{n}{12} = \frac{1}{4}$

6) $\frac{n}{8} = \frac{20}{32}$

7. If the trimmer operator can cut 1,500 sheets of paper in 15 minutes, how long will it take him to cut 12,000 sheets?
8. A typesetter in the composition department finished working on 63 pages in 1 hour. At that rate, how long will it take him to finish the remaining 246 pages?
9. A person in the finishing department packed 17 cartons in 25 minutes. At that rate, how long will it take her to finish packing the remaining 78 cartons?
10. If the folding machine takes .75 hours to fold 4,500 signatures, how long will it take to fold 12,345 signatures?

CONVERTING INCHES TO POINTS

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: To convert inches into points.

DIRECTIONS: Convert these inches into points (72 points = 1 inch):

INCHES

POINTS

6 $\frac{1}{4}$

12 $\frac{1}{2}$

8 $\frac{7}{8}$

4 $\frac{3}{4}$

10 $\frac{3}{8}$

11 $\frac{7}{8}$

NEW PAGE SIZES

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: Use ratios and proportions to compute new page sizes.

DIRECTIONS: Read the attached Special Instructions giving the change in the size of pages. What will be the new lengths and widths in picas? (Give your answer in fractions of a pica if necessary.)

FIGURE	ORIGINAL LENGTH	NEW LENGTH
2	50 picas	
3	40 picas	
4	18 picas	

FIGURE	ORIGINAL WIDTH	NEW WIDTH
2	20 picas	
3	16 picas	
4	12 picas	

SPECIAL INSTRUCTIONS

Read carefully. If necessary, pass on promptly to members of your group

Issued by _____ Date _____ Job No. _____ Symbol _____

Name of job or customer _____

SUBJECT:

Effective with the January issue of ACM, all typeset material normally set to a 32 pica measure should now be set to a 30 pica measure.

Page size will change from 32 x 55 to 30 x 52

Pages should be shot at 100% in E/Prep and not reduced as in the past.

Typeface, type size, spacing, and all other type specifications will remain the same.

Table measure will also be 30 picas.

Indented tables should be set to the following measure:
10 picas, 15 picas, 20 picas, 25 picas

Figures normally sized to the 32 pica page width should now be sized to a 30 pica page width.

Formats will have to be changed to reflect 30 pica measure, but should not be changed until the October 1980 issue has cleared.

The January manuscript may have to be manually typeset.

If January manuscript is received with format numbers on them, please be sure to delete the format numbers.

MANUFACTURING INSTRUCTIONS

Composition-Page Make-Up

2c

SYMBOL				JOB NO.			
J	O	P	T				
REPRINT SYMBOL				REPRINT NO.			
M	A	I	N	A	R	T	I

Template No. _____

Material supplied by Customer ☒ WP _____Art Work? ☐ Camera Copy? ☒ mastheadsNegatives? ☐ Flats? ☐Preliminary Pages and Blanks
_____Make-up flats Standard ☒ Special _____Dummy Supplied? Yes ☐ No ☒If yes, by customer ☐ or WP ☐If yes, Class I ☐ or Class II ☐

(Class I, follow exactly—Class II, use for guidance only)

Trim Size 8 3/8 x 10 7/8PAGE SIZES Text Page 45 x 603 cols. 1 1/2 picas between cols.Index x __________ cols. _____ picas between cols.Rule between Cols.? Yes ☐ No ☒

If yes, weight of rule _____

Identification lines? Yes ☐ No ☒Top ☐ Bottom ☐Copyright clearance lines. Yes ☐ No ☒Top ☐ Bottom ☐

RUNNING HEADS

Show space between running head and text 24 ~~pts~~ pointsbelow runninghead, With rule Yes ☒ No ☐ prints in 20% cyanIf yes, length 45 and weight 2 ~~pts~~ of ruleShow space: 4 above and 24 below ruleFolio size, face na Position _____

FOOTLINES

For Prelims? yes For Text? yesBaseline space between text and footline 30 ptsMay vary Yes ☐ No ☒

Foot Folio

Baseline space between text and foot folio 30 pointsize, face 9/10 Back Position _____FOOTNOTES cut off rule? Yes ☐ No ☒

If yes, length _____ and weight _____ of rule

Show space: _____ above and _____ below rule

Show space between text and footnote 6 pointsPage Proof Size 11 inch ☐ 14 inch ☒Starting folio provided with each issue

Begin chapters or articles

Odd page ☐ New page ☒ Continuous make-up ☐Make pages: long ☐ short ☒ to avoid bad breaksWidows allowed: Yes ☐ No ☒Sinkage: Article ~~na~~ _____ picas. Half title _____ picas *to come*Index _____ picasMasthead on 1st page of text of journal? Yes ☒ No ☐Space between page width material (Article title etc. *camera copy*)

and text in 2 col. format: _____

Continuous Make-up: _____ Space between Articles.

Cut off rule between articles? Yes ☐ No ☒

Length and weight of rule _____

Space _____ above and _____ below rule

Begin article on new page if preceding

_____ picas or less

page will only hold _____ headlines and _____ textlines or less

TEXT FIGURES AND TABLES

Make-up Style

Top or bottom ☒ Centered ☐ Other ☐12 -18 points above and below figures and tablesRun type around illus. na picas wide or less.Full page or larger illustrations and tables. If overall page depth exceeds 61 picas drop running head and use a foot folio.Lengthwise illus. on right hand pages Face left ☒ Face right ☐Bleeds? na

PLATES

Bleeds? Yes ☐ No ☒

Near reference or at end of article? _____

Right hand page only ☐ Either right or left ☐Count in folio ☐ Carry folio ☐Back up with text ☐ Back with Blank ☐

Plates consisting of 2 or more frames to

be identified Numerically ☐ Alphabetically ☐Identification sequence to run Horizontally ☐ Vertically ☐

CONVERTING POINTS AND PICAS

COMPETENCY: Solve problems using ratios and proportions. (7)

OBJECTIVE: To convert points and picas to inches.

DIRECTIONS: Convert the point and pica measurements and fill in the blanks on the chart.

6 picas = 1 inch
12 points = 1 pica
72 points = 1 inch

<u>PICAS</u>	<u>POINTS</u>	<u>INCHES</u>
30	_____	_____
47 1/2	_____	_____
_____	18	_____
_____	9	_____
2	_____	_____
5 1/2	_____	_____
_____	30	_____
_____	12	_____

PROPORTIONS AROUND THE PLANT

COMPETENCY: Solve problems using proportions. (7)

OBJECTIVE: To solve proportions.

DIRECTIONS: Solve the following proportion word problems. Round your answer to the nearest whole pound.

1. 500 sheets of 25" x 38" 90# book paper weigh 92.5 lbs. How much will 12,354 sheets of this paper weigh?
2. A label on a package of 23" x 35" 40# bond paper says 5,000 sheets weigh 862 lbs. 1,645 sheets have already been used. What is the weight of the remaining sheets in the package?
3. Job #4562 required 556 cartons to pack 10,050 copies of a book measuring $9 \frac{1}{4}$ " x $7 \frac{3}{8}$ " x $\frac{13}{16}$ ". Job #4575 calls for 28,400 copies of the same book. How many cartons will it take to pack the new order?
4. 420 sheets of 26" x 40" 94# cover paper weighs 158.9 lbs. How much will 23,460 sheets of this paper weigh?
5. Job # 2504 required 789 cartons to pack 12,000 copies of a book measuring $7 \frac{3}{8}$ " x $6 \frac{1}{2}$ " x $\frac{7}{8}$ ". Job #2514 calls for 123,650 copies of the same book. How many cartons will it take to pack the new order?
6. A label on a package of 35" x 42" 80# cover paper says 4,500 sheets weigh 2,035 lbs. 3,090 sheets have already been used. What is the weight of the remaining sheets in the package?

USING A RULER

COMPETENCY: Solve measurement problems using English/metric units.
(8)

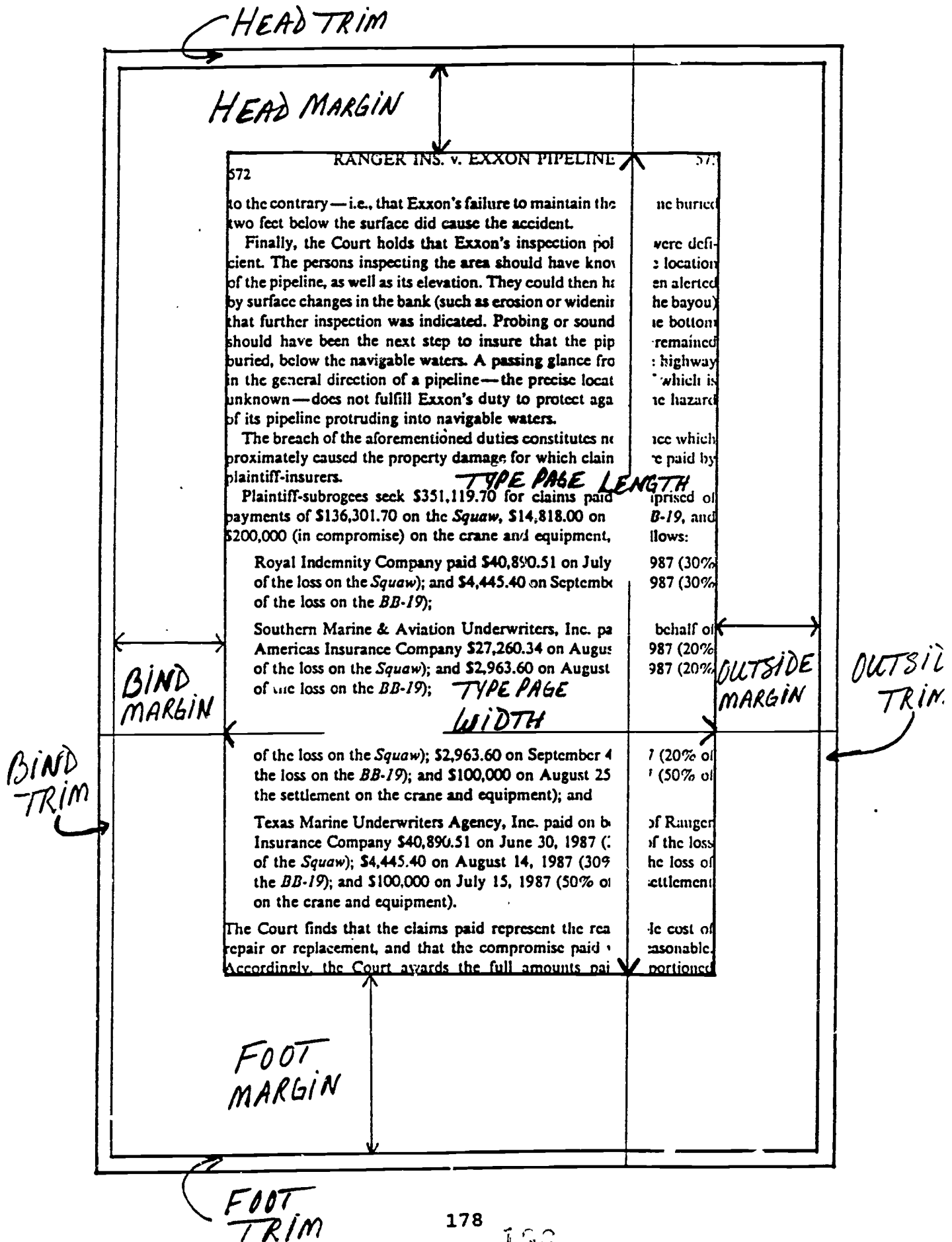
OBJECTIVE: To measure with a ruler to one sixteenth of an inch.

DIRECTIONS: Use your ruler to measure the following trims and margins on the page layout. Since the page layout is not drawn to exact specifications, but serves as a guide for the camera operator, some of your measurements will need to be rounded.

	Inches	Round to nearest
Bind trim = _____		eighth
Bind margin = _____		sixteenth
Type page width = _____		sixteenth
Outside margin = _____		eighth
Outside trim = _____		eighth
Head trim = _____		eighth
Head margin = _____		fourth
Type page length = _____		inch
Foot margin = _____		half inch
Foot trim = _____		eighth

Use your ruler to measure the final trim size of the page. Round your measures to the nearest quarter inch.

The final trim size is _____.



BASIC METRIC EQUIVALENTS

COMPETENCY: Solve measurement problems using English/metric units.
(8)

OBJECTIVE: To compare inches to metric measurement units.

DIRECTIONS: Use an English/metric ruler to answer the following questions:

1. A decimeter (dm) is approximately _____ inches.
2. A centimeter (cm) is approximately _____ of an inch.
3. A millimeter (mm) is approximately _____ of an inch.
4. One inch is approximately _____ millimeters (mm).
5. One inch is approximately _____ centimeters (cm).
6. Two inches is approximately _____ centimeters (cm).
7. How many millimeters (mm) are there in one centimeter (cm)? _____
8. How many millimeters (mm) are there in three centimeters (cm)? _____
9. How many centimeters (cm) are there in decimeter (dm)? _____
10. How many centimeters (cm) are there in three decimeters (dm)? _____

CENTIMETERS AND INCHES

COMPETENCY: Solve measurement problems using English/metric units.
(8)

OBJECTIVE: To solve metric conversion problems using proportions.

DIRECTIONS: Use proportions to solve the following problems. Use the decimal conversion chart to round your answer to the nearest $1/16$ ".

$$1 \text{ centimeter (cm)} = .3937 \text{ inches} = \text{approx. } 3/8"$$

1. 35 cm = _____ inches
2. 58 cm = _____ inches
3. 48 cm = _____ inches
4. 43.5 cm = _____ inches
5. 15.3 cm = _____ inches
6. 11.4 cm = _____ inches
7. 93 cm = _____ inches = _____ feet _____ inches
8. 155 cm = _____ inches = _____ feet _____ inches
9. 322 cm = _____ inches = _____ feet _____ inches
10. 230.5 cm = _____ inches = _____ feet _____ inches

DECIMALS			DECIMALS		
	1	0.015625		33	0.515625
	<u>1</u>	<u>64</u>		<u>17</u>	<u>64</u>
	32	3		32	35
		<u>64</u>			<u>64</u>
1		.0625	9		.5625
<u>16</u>		<u>5</u>	<u>16</u>		<u>37</u>
	3	<u>64</u>		19	64
	<u>32</u>	7		<u>32</u>	39
		<u>64</u>			<u>64</u>
$\frac{1}{8}$.1250	$\frac{5}{8}$.6250
		.15625		41	.640625
	5	<u>64</u>		<u>21</u>	<u>64</u>
	<u>32</u>	11		32	43
		<u>64</u>			<u>64</u>
3		.171875	11		.6875
<u>16</u>		<u>13</u>	<u>16</u>		<u>45</u>
	7	<u>64</u>		23	64
	<u>32</u>	15		<u>32</u>	47
		<u>64</u>			<u>64</u>
$\frac{1}{4}$.234375	$\frac{3}{4}$.7500
		.2500		49	.765625
		.265625		25	64
	9	<u>64</u>		<u>32</u>	51
	<u>32</u>	19			<u>64</u>
		<u>64</u>		13	64
5		.296875	<u>16</u>		<u>53</u>
<u>16</u>		<u>3125</u>		27	64
	11	<u>64</u>		<u>32</u>	55
	<u>32</u>	23			<u>64</u>
		<u>64</u>		29	64
$\frac{3}{8}$.3750	$\frac{7}{8}$.8750
		.390625		57	.890625
	13	<u>64</u>		<u>32</u>	59
	<u>32</u>	27			<u>64</u>
		<u>64</u>		15	64
7		.421875	<u>16</u>		<u>61</u>
<u>16</u>		<u>4375</u>		31	64
	15	<u>64</u>		<u>32</u>	63
	<u>32</u>	31			<u>64</u>
		<u>64</u>			
$\frac{1}{2}$.484375	1		1.000
		.5000			

PRACTICE WITH METRIC CONVERSIONS

COMPETENCY: Solve measurement problems using English/metric units.
(8)

OBJECTIVE: To solve metric conversion problems using proportions.

DIRECTIONS: Use proportions to solve the following problems. Use the decimal conversion chart to round your answer to the nearest $\frac{1}{16}$ ".

1 centimeter (cm) = .3937 inches = approx. $\frac{3}{8}$ "
1 millimeter (mm) = .03937 inches = approx. $\frac{1}{32}$ "

1. 90 cm = _____ inches
2. 27 cm = _____ inches
3. 43 mm = _____ inches
4. 23.3 cm = _____ inches
5. 65.5 mm = _____ inches
6. 89.5 mm = _____ inches
7. 173 cm = _____ inches = _____ feet _____ inches
8. 460 mm = _____ inches = _____ feet _____ inches
9. 895 mm = _____ inches = _____ feet _____ inches
10. 780 cm = _____ inches = _____ feet _____ inches

DECIMALS			DECIMALS		
	$\frac{1}{64}$	0.015625		$\frac{33}{64}$	0.515625
	$\frac{1}{32}$.03125		$\frac{17}{32}$.53125
	$\frac{3}{64}$.046875		$\frac{35}{64}$.546875
	$\frac{1}{16}$.0625		$\frac{9}{16}$.5625
	$\frac{5}{64}$.078125		$\frac{37}{64}$.578125
	$\frac{3}{32}$.09375		$\frac{19}{32}$.59375
	$\frac{7}{64}$.109375		$\frac{39}{64}$.609375
$\frac{1}{8}$	$\frac{8}{64}$.1250	$\frac{5}{8}$	$\frac{41}{64}$.6250
	$\frac{9}{64}$.15625		$\frac{21}{32}$.640625
	$\frac{5}{32}$.140625		$\frac{43}{64}$.65625
	$\frac{11}{64}$.171875		$\frac{11}{16}$.671875
	$\frac{13}{64}$.1875		$\frac{45}{64}$.6875
	$\frac{7}{32}$.203125		$\frac{23}{32}$.703125
	$\frac{15}{64}$.21875		$\frac{47}{64}$.71875
$\frac{1}{4}$	$\frac{16}{64}$.234375	$\frac{3}{4}$	$\frac{49}{64}$.734375
	$\frac{17}{64}$.2500		$\frac{25}{32}$.7500
	$\frac{9}{32}$.265625		$\frac{51}{64}$.765625
	$\frac{19}{64}$.28125		$\frac{13}{16}$.78125
	$\frac{5}{16}$.296875		$\frac{53}{64}$.796875
	$\frac{21}{64}$.3125		$\frac{27}{32}$.8125
	$\frac{11}{32}$.328125		$\frac{55}{64}$.828125
	$\frac{23}{64}$.34375		$\frac{57}{64}$.84375
$\frac{3}{8}$	$\frac{24}{64}$.359375	$\frac{7}{8}$	$\frac{59}{64}$.859375
	$\frac{25}{64}$.3750		$\frac{29}{32}$.8750
	$\frac{13}{32}$.390625		$\frac{61}{64}$.890625
	$\frac{27}{64}$.40625		$\frac{31}{32}$.90625
	$\frac{7}{16}$.421875		$\frac{63}{64}$.921875
	$\frac{29}{64}$.4375		$\frac{1}{2}$.9375
	$\frac{15}{32}$.453125		$\frac{64}{64}$.953125
	$\frac{31}{64}$.46875			.96875
$\frac{1}{2}$	$\frac{32}{64}$.484375	$\frac{1}{1}$.984375
		.5000			1.000

ESTIMATING IN ENGLISH AND METRIC UNITS

COMPETENCY: Solve measurement problems using English/metric units.
(8)

OBJECTIVE: To use parts of your hand or arm to estimate measurements in inches, centimeters, millimeters.

DIRECTIONS: Use a ruler to measure the following parts of your hand and arm. Round each measure to the nearest half or whole inch. Then convert each measure to centimeters and millimeters. With centimeters, round your answer to the nearest tenth. With millimeters, round your answer to the nearest whole number.

1 centimeter = .3937 inches

1 millimeter = .03937 inches

	<u>INCH</u>	<u>CM</u>	<u>MM</u>
Length of your hand	_____	_____	_____
Width of your hand	_____	_____	_____
width of 1 finger	_____	_____	_____
width of 2 fingers	_____	_____	_____
width of 3 fingers	_____	_____	_____
width of 4 fingers	_____	_____	_____
span of second knuckle on:			
thumb	_____	_____	_____
index finger	_____	_____	_____
middle finger	_____	_____	_____
ring finger	_____	_____	_____
pinky finger	_____	_____	_____
thumb to tip of any finger	_____	_____	_____
elbow to tip of middle finger (cubit)	_____	_____	_____

CALCULATING A NEW SIZE

COMPETENCY: Solve problems using percents. (9)

OBJECTIVE: To solve problems in scaling halftones.

DIRECTIONS: Calculate the new size for each of the following halftones. Round your answer to the nearest $\frac{1}{2}$ pica.

1. A 16 x 25 pica halftone shot at 68% = _____
2. A 13 x 40 pica halftone shot at 46% = _____
3. An 8 x 12 pica halftone shot at 125% = _____
4. A 34 x 46 pica halftone shot at 50% = _____
5. A 50 x 23 pica halftone shot at 23% = _____
6. A 19 x 30 pica halftone shot at 74% = _____
7. An 8 x 12 pica halftone shot at 162% = _____
8. A 16 x 26 pica halftone shot at 93% = _____
9. An 11 x 20 pica halftone shot at 84% = _____
10. A 17 x 21 pica halftone shot at 142% = _____

NIGHT SHIFT DIFFERENTIAL

COMPETENCY: To solve problems using percents. (9)

OBJECTIVE: To find a percent of an hourly wage.

DIRECTIONS: Employees of Crabcake Press receive a 15% night shift differential. What is their hourly pay when they work on the night shift? (Round off to the next higher cent, when necessary.) Show your work.

<u>EMPLOYEE</u>	<u>HOURLY PAY</u>	<u>15% DIFFERENTIAL</u>	<u>NIGHT SHIFT HOURLY PAY</u>
Karl	\$ 8.50	_____	_____
Leroy	\$ 9.85	_____	_____
Myrtle	\$ 7.75	_____	_____
Newton	\$10.20	_____	_____
Olive	\$12.45	_____	_____

CALCULATING THE ORIGINAL SIZE

COMPETENCY: Solve problems using percents. (9)

OBJECTIVE: To solve problems in scaling halftones.

DIRECTIONS: Calculate the original size for each halftone.

1. A halftone scaled to 50% now measures 12 x 15 picas. What was the original size of the halftone?

2. A halftone scaled to 40% now measures 6 x 10 picas. What was the original size of the halftone?

3. A halftone scaled to 130% now measures 26 x 19.5 picas. What was the original size of the halftone?

4. A halftone scaled to 40% now measures 8 x 12 picas. What was the original size of the halftone?

5. A halftone scaled to 125% now measures 12.5 x 20 picas. What was the original size of the halftone?

6. A halftone scaled to 115% now measures 23 x 11.5 picas. What was the original size of the halftone?

7. A halftone scaled to 130% now measures 19.5 x 26 picas. What was the original size of the halftone?

8. A halftone scaled to 85% now measures 8.5 x 17 picas. What was the original size of the halftone?

9. A halftone scaled to 90% now measures 27 x 13.5 picas. What was the original size of the halftone?

10. A halftone scaled to 65% now measures 13 x 19.5 picas. What was the original size of the halftone?

DECIMAL EQUIVALENTS

COMPETENCY: Use fractions, decimals, and percentages interchangeably. (10)

OBJECTIVE: To interpret a chart to find the decimal equivalents of inches.

DIRECTIONS: Use the Fraction-Decimal Equivalents chart to convert the following inch measurements to decimals.

- | | |
|---|--|
| <p>1. $1/8'' =$</p> <p>2. $3/64'' =$</p> <p>3. $10 \ 11/32'' =$</p> <p>4. $4 \ 5/8'' =$</p> <p>5. $4 \ 3/4'' =$</p> <p>6. $8 \ 29/32'' =$</p> <p>7. $7/16'' =$</p> <p>8. $9 \ 1/2'' =$</p> <p>9. $11 \ 9/32'' =$</p> <p>10. $3 \ 21/64'' =$</p> | <p>Find the fractional equivalent for the following decimals:</p> <p>11. $.375 =$</p> <p>12. $.7500 =$</p> <p>13. $.5625 =$</p> <p>14. $.1875 =$</p> <p>15. $.0625 =$</p> |
|---|--|

DECIMALS			DECIMALS		
	$\frac{1}{64}$	0.015625		$\frac{33}{64}$	0.515625
	$\frac{1}{32}$.03125		$\frac{17}{32}$.53125
	$\frac{3}{64}$.046875		$\frac{35}{64}$.546875
	$\frac{1}{16}$.0625		$\frac{9}{16}$.5625
	$\frac{5}{64}$.078125		$\frac{37}{64}$.578125
	$\frac{3}{32}$.09375		$\frac{19}{32}$.59375
	$\frac{7}{64}$.109375		$\frac{39}{64}$.609375
$\frac{1}{8}$	$\frac{1}{64}$.1250	$\frac{5}{8}$	$\frac{64}{64}$.6250
	$\frac{9}{64}$.15625		$\frac{41}{64}$.640625
	$\frac{5}{32}$.140625		$\frac{21}{32}$.65625
	$\frac{11}{64}$.171875		$\frac{43}{64}$.671875
	$\frac{3}{16}$.1875		$\frac{11}{16}$.6875
	$\frac{13}{64}$.203125		$\frac{45}{64}$.703125
	$\frac{7}{32}$.21875		$\frac{23}{32}$.71875
	$\frac{15}{64}$.234375		$\frac{47}{64}$.734375
$\frac{1}{4}$	$\frac{17}{64}$.2500	$\frac{3}{4}$	$\frac{64}{64}$.7500
	$\frac{9}{32}$.265625		$\frac{49}{64}$.765625
	$\frac{19}{64}$.28125		$\frac{25}{32}$.78125
	$\frac{5}{16}$.296875		$\frac{51}{64}$.796875
	$\frac{21}{64}$.3125		$\frac{13}{16}$.8125
	$\frac{11}{32}$.328125		$\frac{53}{64}$.828125
	$\frac{23}{64}$.34375		$\frac{27}{32}$.84375
$\frac{3}{8}$	$\frac{25}{64}$.359375	$\frac{7}{8}$	$\frac{55}{64}$.859375
	$\frac{13}{32}$.3750		$\frac{57}{64}$.8750
	$\frac{27}{64}$.390625		$\frac{29}{32}$.890625
	$\frac{7}{16}$.40625		$\frac{59}{64}$.90625
	$\frac{15}{32}$.421875		$\frac{61}{64}$.921875
	$\frac{31}{64}$.4375		$\frac{31}{32}$.9375
$\frac{1}{2}$	$\frac{29}{64}$.453125	$\frac{1}{1}$	$\frac{63}{64}$.953125
	$\frac{31}{32}$.46875		$\frac{64}{64}$.96875
	$\frac{63}{64}$.484375			.984375
		.5000			1.000

FRACTIONS TO DECIMALS

COMPETENCY: Solve problems using fractions, decimals, and percents interchangeably. (10)

OBJECTIVE: To convert fractions to decimal equivalents and to add decimals.

DIRECTIONS: Using the accompanying layout, write the measures for each of the following trims and margins. Then find the decimal equivalent for each measure.

	Inches	Decimal Equivalent
1. Bind trim	= _____	_____
2. Bind margin	= _____	_____
3. Text width	= _____	_____
4. Outside margin	= _____	_____
5. Outside trim	= _____	_____
6. Head trim	= _____	_____
7. Head margin	= _____	_____
8. Text length	= _____	_____
9. Foot margin	= _____	_____
10. Foot trim	= _____	_____

The final trim size is the size of the page after all trims are removed. Add the appropriate decimal equivalents to answer the following questions. Show your work. Use the conversion chart to express your answers as fractions.

11. The final trim size = _____.

12. The size of the page before all trims are removed is

_____.

CALIFORNIA

La Jolla Lafayette

Resident Officers—Ella Kadishin, Sr V-P; James Blommer, V-P & Mgr; Sharon Saunders, Jeffrey Nagle, V-Ps
Phone—619—459-3701

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DEAN WITTER REYNOLDS INC.
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Branch of—NYC
Resident Mgr—William E. Smith
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FIRST INVESTORS CORPORATION
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Resident Mgr—Dean C. Dierks
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TITAN VALUE EQUITIES GROUP, INC.
4817 Palm Ave., Ste. G (91941) (P.O. Box 5")
Phone—619—698-3953

WHITE SECURITIES, INC.
■ (NASD) (MSRB) (SIPC) (1990) 8383
Center Dr., Ste. 1 (92042)
Common Stocks, Corporate & Municipal Bonds
Officer—Brian W. White
Clear Thru—Wedbush Morgan Securities, Inc. (0103-NSCC)
Registered Rep—I
NASDAQ—27143
Employer's Ident. No.—33-0420757

NOTE: For Securities see page 3

Employees—2
Phone—619—466-2300

La Mira

MERRILL LYNCH, PIERCE, FENNER & SMITH INCORPORATED
14241 Firsttime Blvd., S
Branch of—NYC
Resident Mgr—Steven Keis
Phone—213—921-7555

Lafayette

ALAMO CAPITAL CORPORA
■ (NASD) (SIPC) (1990)
Blvd., Ste. 230 (94549)
Fixed Income Products
Partners—Nancy Mulhally,
Clear Thru—Cantella & Co.
Registered Reps—2
Employees—3
Phone—415—283-5600

ASSOCIATED PLANNERS SEC CORPORATION
3730 Mt. Diablo Blvd., S
Branch of—Los Angeles
Off. Local Office—1017 N
Blvd. 1276 (Jeffrey M.
gr—415—283-2733)
Resident Mgr—Cynthia L. I
Phone—415—284-3340

FIRST AFFILIATED SECURITIES
3581 Mt. Diablo Blvd., S
Branch of—San Diego, CA
Rep-in-Charge—Pat Hanning
Phone—415—283-4790

KATIR (EASAN) & COMPANY
■ (NASD) (SIPC) (1982)
Ste. 490 (94549)
Short-Term Mortgage-Backed
Private Placements Investm
Franchises
Officer—Easan Katir, Pres
Phone—415—283-1818

PAT PATTERSON WESTERN S
■ (NASD) (SIPC) (1982)
Blvd., Ste. 150 (94549)
(d/b/a Patterson Financial Ser
Dealers in Stocks & Bonds,
Programs, Public & Private
Investment Advisory Serv
Estate Brokerage
Officers—C. E. E. Patterson
Fuller-Patterson, V-P
Compliance—C. E. Patterson

ES, INC.
Mt. Diablo
sc.)
Participations
ial Planning
nance & Res
Berniece A.

FOOT MARGIN 5/8"

FOOT TRIM 1/8"

HEAD TRIM 1/8"

HEAD MARGIN 7/16"

WIND MARGIN 1/2"

BIND TRIM 1/8"

OUTSIDE MARGIN 1/4"

OUTSIDE TRIM 3/8"

DECIMALS			DECIMALS		
	$\frac{1}{64}$	0.015625		$\frac{33}{64}$	0.515625
	$\frac{1}{32}$.03125		$\frac{17}{32}$.53125
	$\frac{3}{64}$.046875		$\frac{35}{64}$.546875
	$\frac{1}{16}$.0625		$\frac{9}{16}$.5625
	$\frac{5}{64}$.078125		$\frac{37}{64}$.578125
	$\frac{3}{32}$.09375		$\frac{19}{32}$.59375
	$\frac{7}{64}$.109375		$\frac{39}{64}$.609375
$\frac{1}{8}$	$\frac{8}{64}$.1250	$\frac{5}{8}$	$\frac{41}{64}$.6250
	$\frac{9}{64}$.15625		$\frac{21}{32}$.640625
	$\frac{5}{32}$.140625		$\frac{43}{64}$.65625
	$\frac{11}{64}$.171875		$\frac{11}{16}$.671875
	$\frac{3}{16}$.1875		$\frac{45}{64}$.6875
	$\frac{13}{64}$.203125		$\frac{23}{32}$.703125
	$\frac{7}{32}$.21875		$\frac{47}{64}$.71875
	$\frac{15}{64}$.234375		$\frac{3}{4}$.734375
$\frac{1}{4}$	$\frac{17}{64}$.2500		$\frac{49}{64}$.7500
	$\frac{9}{32}$.265625		$\frac{25}{32}$.765625
	$\frac{19}{64}$.28125		$\frac{51}{64}$.78125
	$\frac{29}{64}$.296875		$\frac{13}{16}$.796875
	$\frac{31}{64}$.3125		$\frac{53}{64}$.8125
	$\frac{21}{32}$.328125		$\frac{27}{32}$.828125
	$\frac{23}{64}$.34375		$\frac{55}{64}$.84375
	$\frac{25}{64}$.359375		$\frac{7}{8}$.859375
$\frac{3}{8}$	$\frac{27}{64}$.3750		$\frac{57}{64}$.8750
	$\frac{29}{64}$.390625		$\frac{29}{32}$.890625
	$\frac{13}{32}$.40625		$\frac{59}{64}$.90625
	$\frac{27}{64}$.421875		$\frac{15}{16}$.921875
	$\frac{29}{64}$.4375		$\frac{61}{64}$.9375
	$\frac{15}{16}$.453125		$\frac{31}{32}$.953125
	$\frac{31}{64}$.46875		$\frac{63}{64}$.96875
	$\frac{33}{64}$.484375		$\frac{1}{1}$.984375
$\frac{1}{2}$	$\frac{64}{64}$.5000			1.000

FRACTIONS AND PERCENTAGES

COMPETENCY: Solve problems using fractions, decimals, and percents interchangeably. (10)

OBJECTIVE: To convert fractions to percentages.

DIRECTIONS: Express each statement as a fraction reduced to lowest terms, then as a percentage.

1. A job requires 50,000 press sheets. 34,000 sheets have already been printed. What fraction of the job has been printed? What percentage?
2. A job requires 75,000 press sheets. 12,000 sheets have already been printed. What fraction of the job has been printed? What percentage?
3. You have been at work for 3 hours. What fraction of the day have you worked? What percentage?
4. A job requires 125,000 press sheets. 34,500 sheets have already been printed. What fraction of the job has been printed? What percentage?
5. There are 125 employees at Crabcake Press. 75 are women.
What fraction of the employees are women?

What percentage of the employees are women?

What fraction of the employees are men?

What percentage of the employees are men?
6. A halftone 66 picas long is being reduced to 24 picas long. What fraction of the original size will the new halftone be? What percentage?
7. A halftone 20 picas long is placed on a page that is 66 picas long. What fraction of the page length does the halftone cover? What percentage?

SCALING HALFTONES USING PICAS

COMPETENCY: Solve problems using fractions, decimals, and percents interchangeably. (10)

OBJECTIVE: To solve problems in scaling halftones.

DIRECTIONS: Calculate the percentage setting for the camera operator. Follow the directions in each problem on which percentage to choose. Show your work.

1. A 15 x 19 pica halftone needs to be scaled to $22 \frac{1}{2}$ x $25 \frac{1}{2}$ picas. What percentage setting should the camera operator use? Choose the larger setting.

2. A $19 \frac{1}{2}$ x $38 \frac{1}{2}$ pica halftone needs to be scaled to 9 x 18 picas. What percentage setting should the camera operator use? Choose the larger setting.

3. A 16 x $22 \frac{1}{2}$ pica halftone needs to be scaled to $18 \frac{1}{2}$ x 24 picas. What percentage setting should the camera operator use? Choose the smaller setting.

4. A 33 x 42 pica halftone needs to be scaled to 21 x 36 picas. What percentage setting should the camera operator use? Choose the smaller setting.

5. A 15 x 18 pica halftone needs to be scaled to 18 x 27 picas. What percentage setting should the camera operator use? Choose the smaller setting.

6. A 24 x 36 pica halftone needs to be scaled to 12 x 18 picas. What percentage setting should the camera operator use? Choose the larger setting.

7. A 25 x 35 pica halftone needs to be scaled to 20 x 28 picas. What percentage setting should the camera operator use? Choose the larger setting.

8. A 48 x 66 pica halftone needs to be scaled to 24 x 30 picas. What percentage settings should the camera operator use? Choose the larger setting.

9. A 54 x 66 pica halftone needs to be scaled to 24 x 30 picas. What percentage setting should the camera operator use? Choose the larger setting.

SCALING HALFTONES USING INCHES

COMPETENCY: Solve problems using fractions, decimals, and percents interchangeably. (10)

OBJECTIVE: To solve problems in scaling halftones.

DIRECTIONS: Calculate the percentage setting for the camera operator for the following problems. Show your work.

1. A 4" x 6" halftone needs to be scaled to 2" x 3". What percentage setting should the camera operator use? Use the larger setting.

2. A 9" x 11" halftone needs to be scaled to 4" x 5". What percentage setting should the camera operator use? Use the larger setting.

3. An 8" x 11" halftone needs to be scaled to 4" x 5". What percentage setting should the camera operator use? Use the larger setting.

4. A 2 1/2" x 3 1/8" halftone needs to be scaled to 3 3/4" x 4 1/4". What percentage setting should the camera operator use? Choose the larger setting.

5. A 3 1/4" x 6 3/8" halftone needs to be scaled to 1 1/2" x 3". What percentage setting should the camera operator use? Choose the larger setting.

6. A 2 5/8" x 3 3/4" halftone needs to be scaled to 3 1/8" x 3 13/16". What percentage setting should the camera operator use? Choose the smaller setting.

7. A 5 7/16" x 7" halftone needs to be scaled to 3 3/16" x 6 3/8". What percentage setting should the camera operator use? Choose the smaller setting.

8. A 2 7/8" x 3 2/8" halftone needs to be scaled to 3 1/4" x 4 3/8". What percentage setting should the camera operator use? Choose the smaller setting.

CLASS ENROLLMENT GRAPH

COMPETENCY: Use fractions, decimals, and percents interchangeably.
(10)

OBJECTIVE: To understand different ways of expressing employee distribution.

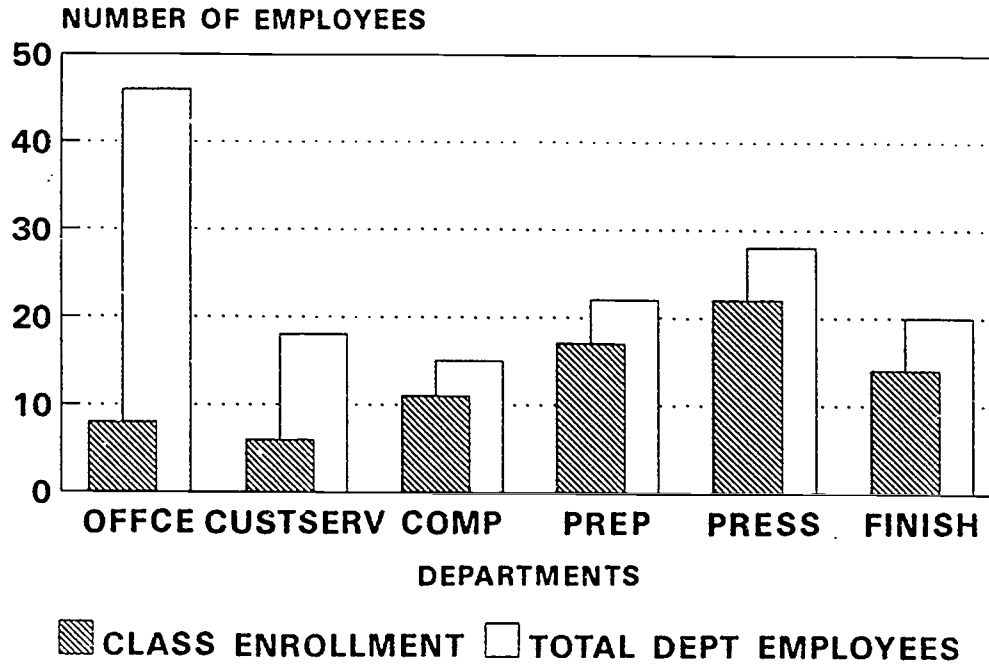
DIRECTIONS: Use the information on the graph "Workplace Skills Enhancement Program" to calculate the fractional part of each department's employees who enrolled. Then convert these fractions to decimals and percents. Estimate the numbers from the position of the bars on the graph. Round off decimals and percents.

	FRACTION	DECIMALS	PERCENTS
1. OFFICE			
2. CUSTOMER SERVICE			
3. COMPOSITION			
4. PREP			
5. PRESS			
6. FINISHING			
7. Which department had the highest percent of employees enrolled?			

CRABCAKE PRESS

WORKPLACE SKILLS ENHANCEMENT PROGRAM

ENROLLMENT BY DEPARTMENT



CALCULATING PERCENTAGES WITH PRINTER'S TIME

COMPETENCY: Solve problems using fractions, decimals, and percentages interchangeably. (10)

OBJECTIVE: To calculate percentages using printer's time.

DIRECTIONS: Calculate the time spent on each task in hours and minutes and printer's time.

<u>JOB</u>	<u>TIME WORKED</u> <u>START - STOP</u>	<u>TIME SPENT</u> <u>HRS - MINUTES</u>	<u>TIME SPENT</u> <u>PRINTER'S</u> <u>TIME</u>
1. counts	7:30 - 7:55	_____	_____
2. schedules	7:55 - 8:17	_____	_____
3. counts	8:17 - 8:28	_____	_____
4. mailing	8:28 - 8:50	_____	_____
5. AS LS 17	8:50 - 9:23	_____	_____
6. proofing	9:23 - 9:38	_____	_____
7. counts	9:38 - 10:26	_____	_____
8. billing	10:26 - 11:12	_____	_____
9. mailing	11:12 - 11:23	_____	_____
10. schedules	11:23 - 12:00	_____	_____
11. schedules	12:30 - 12:56	_____	_____
12. counts	12:56 - 1:28	_____	_____
13. mailing	1:28 - 1:43	_____	_____
14. billing	1:43 - 2:12	_____	_____
15. proofing	2:12 - 2:58	_____	_____
16. counts	2:58 - 3:26	_____	_____
17. billing	3:26 - 3:47	_____	_____
18. mailing	3:47 - 4:15	_____	_____
19. schedules	4:15 - 4:30	_____	_____

DIRECTIONS: Calculate the percentage of the workday spent on each task.

1. Total time spent working. _____
2. Percentage of the day spent on counts. _____
3. Percentage of the day spent on schedules. _____
4. Percentage of the day spent on proofing. _____
5. Percentage of the day spent on mailing. _____
6. Percentage of the day spent on billing. _____

QUALITY REJECTION

COMPETENCY: Solve problems using data from graphs and charts.
(11)

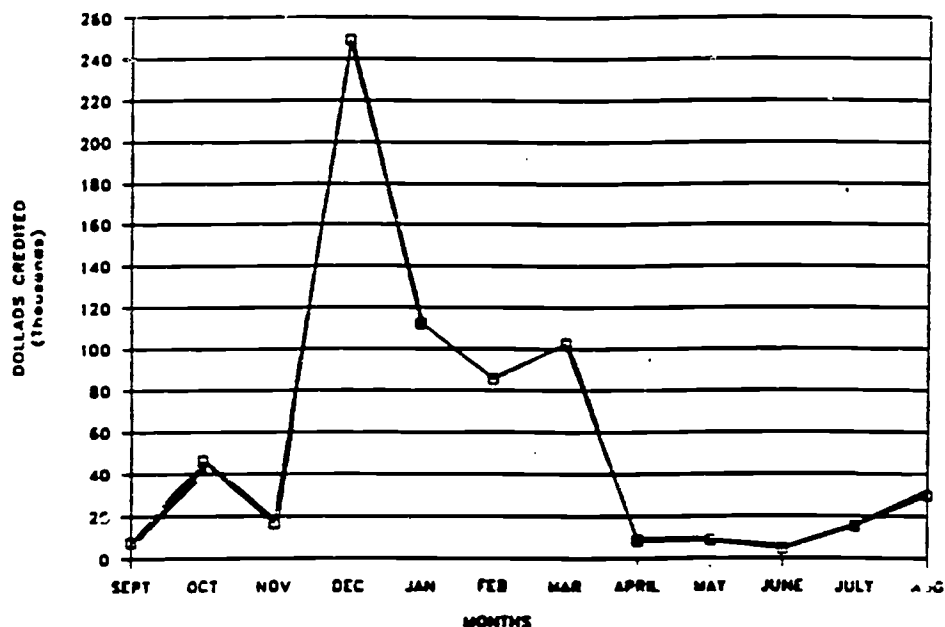
OBJECTIVE: To interpret data from a graph.

DIRECTIONS: Use the graph of Monthly Rejections to answer these questions. Estimate the numbers on the graph.

1. What is the difference in dollar value of rejections between September and October?
2. How much in dollars was rejected in December?
3. What is the difference in dollar value of rejections between February and March?
4. Which month had the lowest dollar value of rejections? About how much was it?
5. List the three months that had almost the same dollar value of rejections. About how much were they?

1990 - 1991

MONTHLY REJECTIONS SEPT 90 - AUGUST 91



SPOILAGE

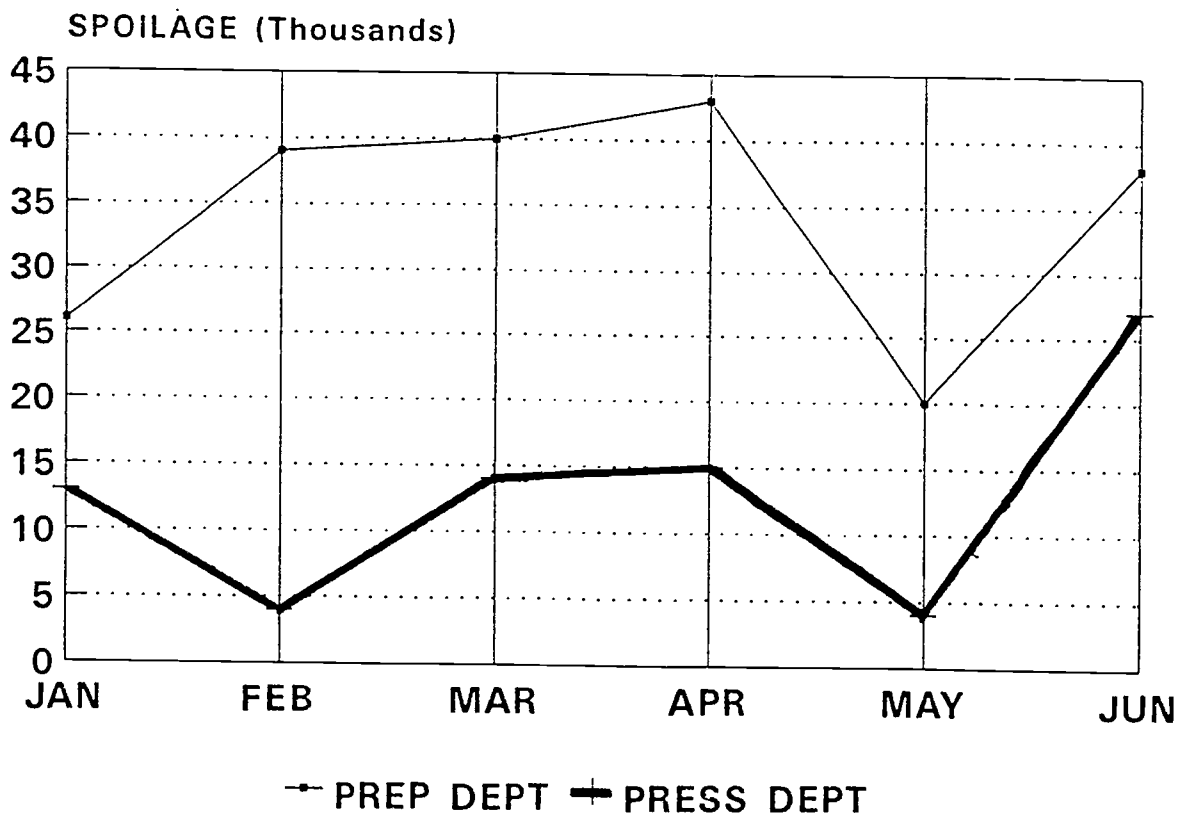
COMPETENCY: Solve problems using data from graphs and charts.
(11)

OBJECTIVE: To interpret data from charts and graphs.

DIRECTIONS: Use the graph of Prep and Press Spoilage to answer these questions. Estimate your answers.

1. What is the spoilage difference between Prep and Press in April?
2. What is the spoilage difference in Prep between May and June?
3. What is the spoilage difference in Press between January and June?
4. What is the total Press spoilage for February, March, and April?

CRABCAKE PRESS SPOILAGE REPORT PREP AND PRESS DEPARTMENTS



PRESS HOURS

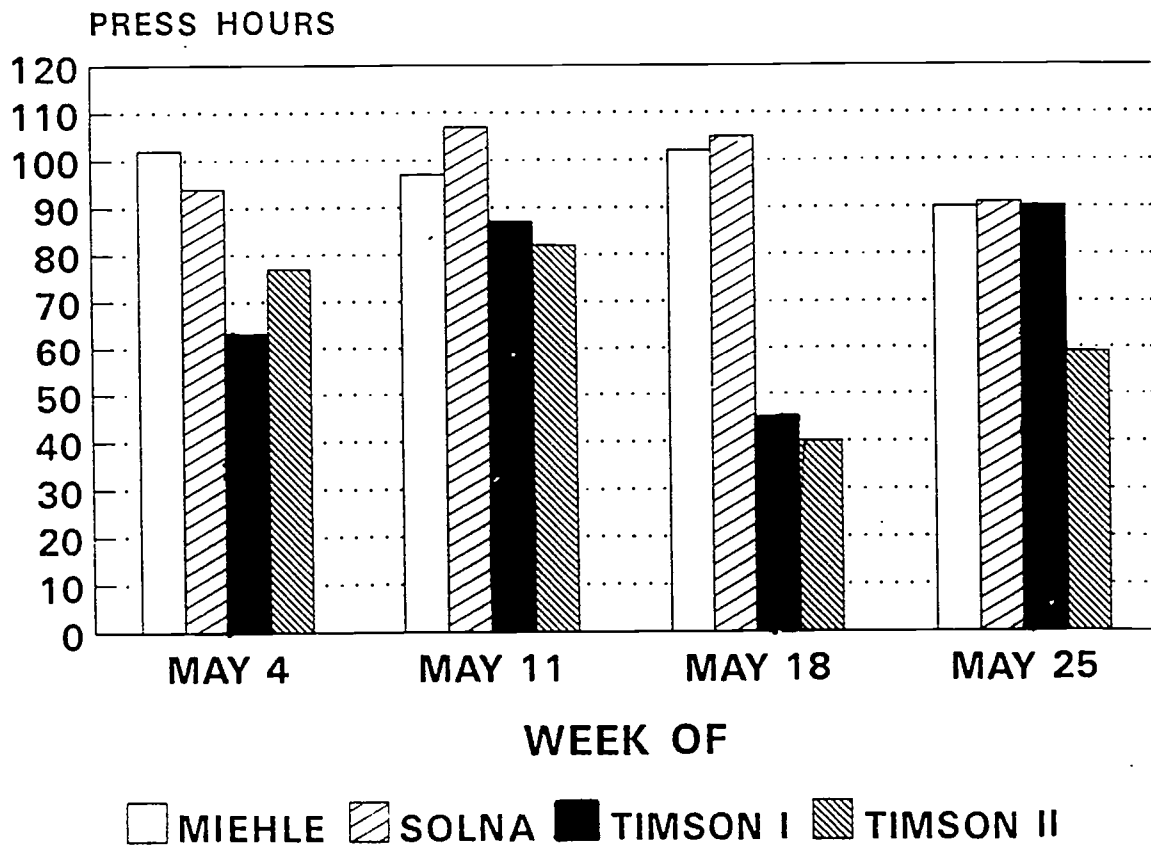
COMPETENCY: Solve problems using data from graphs and charts.
(11)

COMPETENCY: To interpret data from a graph.

DIRECTIONS: Use the graph of Available Press Hours to answer these questions. Estimate the numbers on the graph.

1. What are the total available hours for the Miehle from May 4th through May 25?
2. Of the 4-week total of available hours for the Miehle, what percent is available the week of May 18.
3. What are the total available hours for all presses for the week of May 18?
4. What percent of the total available press hours for the week of May 18 is available on the Timson II?

CRABCAKE PRESS - AVAILABLE PRESS HOURS MAY 4 THROUGH MAY 25



SPOILAGE BY DEPARTMENT

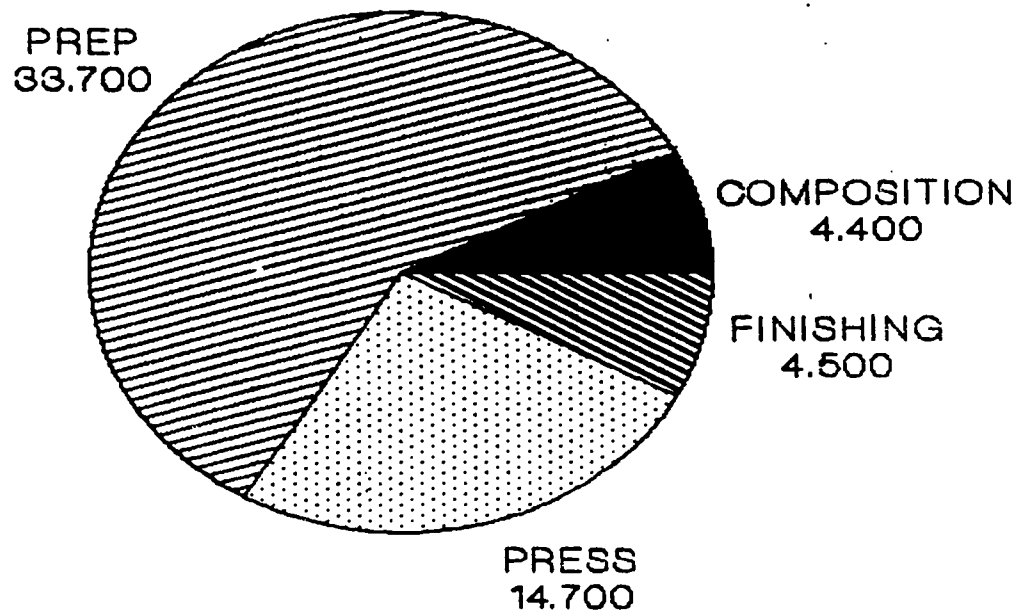
COMPETENCY: Solve problems using data from graphs and charts.
(11)

OBJECTIVE: To interpret data from a graph.

DIRECTIONS: Use the Spoilage by Department pie graph to find the percent of the total spoilage which was charged to each department. Round off to the nearest percent.

1. Prep -
2. Press -
3. Finishing -
4. Composition -

CRABCAKE PRESS SPOILAGE BY DEPARTMENT - DECEMBER



SALES CHANGE

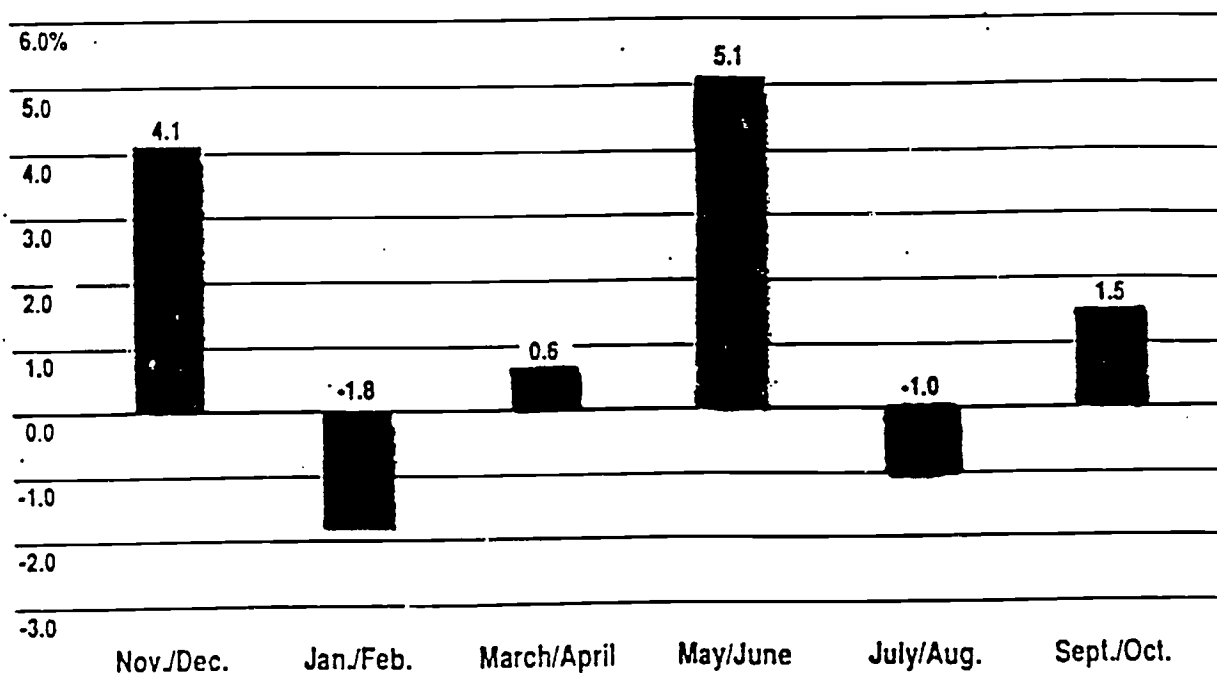
COMPETENCY: Solve problems using data from graphs and charts.
(11)

OBJECTIVE: To interpret data from a graph.

DIRECTIONS: Use the graph of Crabcake Press Sales Change to answer these questions:

1. By what percent did sales increase from March/April to May/June?
2. What is the difference in the percent of sales increase between Nov/Dec and Sept/Oct?
3. What is the difference in the percent of sales between Nov/Dec and May/June?

CRABCAKE PRESS SALES CHANGE
(% CHANGE 1991 to 1992)



PROFIT ACHIEVEMENT

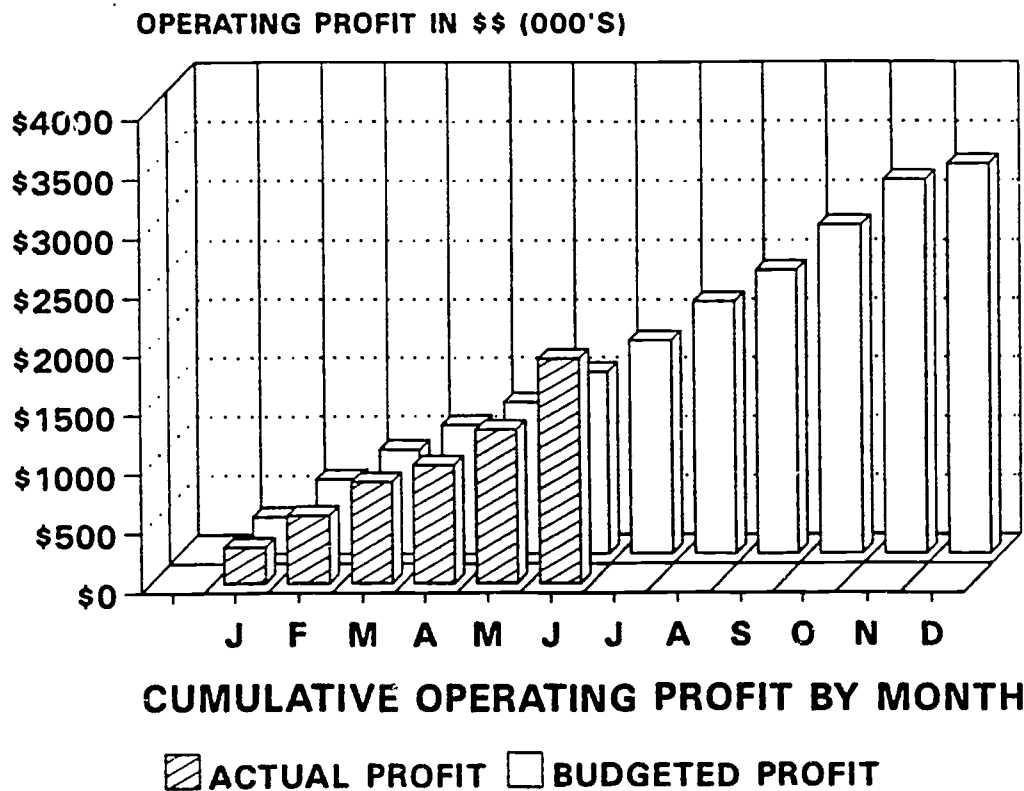
COMPETENCY: Solve problems using data from graphs and charts.
(11)

OBJECTIVE: To interpret data from a graph.

DIRECTIONS: Use the graph of Profit Achievement to answer these questions. Estimate the numbers on the graph.

1. By how much did actual profit increase between May and June?
2. By how much did actual profit increase between January and June?
3. What percent of budgeted profit was actual profit in January?
4. What percent of budgeted profit was actual profit in May?
5. What percent of budgeted profit was actual profit in June?

CRABCAKE PRESS PROFIT ACHIEVEMENT



EMPLOYEE DISTRIBUTION

COMPETENCY: Solve problems using data from graphs and charts.
(11)

OBJECTIVE: To understand pie graphs.

DIRECTIONS: Construct a pie graph that shows the following distribution of Crabcake Press employees:

Production:	64%
Shipping:	8%
Composition:	21%
Office:	7%

Note: There are 360 degrees in a circle. Find out how many degrees each of these percentages equals. Then use a compass and protractor to construct the graph.

COMPLETE SENTENCES

COMPETENCY: Use standard English grammar. (1)

OBJECTIVE: To identify complete sentences.

DIRECTIONS: Some of the statements below are complete sentences and some are not. In front of the complete sentences, put a C; in front of partial sentences put a P. Remember, a complete sentence has to have both a subject and a predicate (verb). The subject is the part of a sentence that tells what it is about; the predicate tells what happened.

- ____ 1. We encourage every employee to take advantage of this opportunity.
- ____ 2. Is designed to provide help to employees.
- ____ 3. EAP offers counselling services for alcohol and drug abuse.
- ____ 4. Fees charged by outside referral agencies.
- ____ 5. Works closely with the employee to choose a counselor.
- ____ 6. EAP records do not become part of an individual's personnel file.
- ____ 7. All full-time employees may use the program.
- ____ 8. There is no cost to the employee.
- ____ 9. Appointments can be arranged outside of normal working hours.
- ____ 10. A twenty-four hour, seven day a week answering service.

INTERPRETING COMPANY POLICIES

COMPETENCY: Use standard English grammar. (1)

OBJECTIVE: To express company rules and procedures in writing.

DIRECTIONS: Read the Miscellaneous section of the Crabcake Press Personnel Policies Handbook. In your own words, paraphrase the sentences in the handbook that explain under what conditions the described action is, or is not, acceptable. Use complete sentences.

1. You ask your 10-year-old daughter to call you when she gets home from school each day to let you know she is home safely. According to company policies is this acceptable?
2. You are participating in the annual March of Dimes walk-a-thon, so you bring in your pledge sheet to see which of your co-workers will sponsor you. According to company policies is this acceptable?
3. You decide to get a part time job in the evening to help pay for extra bills. According to company policies is this acceptable?
4. Your brother surprises you by stopping by work to see you, so you decide to give him a tour. According to company policies is this acceptable?
5. Your spouse calls the office to tell you that your mother has just been in a car accident and is in the hospital. According to company policies is this acceptable?
6. After eating lunch, you notice other employees throw away their trash, and leave crumbs and water rings on the table. According to company policies is this acceptable?
7. To help celebrate the birth of your daughter's first baby, your co-workers put up flyers announcing the event on several bulletin boards. According to company policies is this acceptable?
8. During lunch you call the refrigerator repair service to have a repair person come out to your house. According to company policies is this acceptable?
9. The new secretary has been with the company for 6 months, and starts wearing jeans and hi-top sneakers to work. According to company policies is this acceptable?
10. You let your supervisor know that you will not be available for overtime on Tuesdays and Thursdays because you have started a part time job. According to company policies is this acceptable?

MISCELLANEOUS

A. Telephone Use: Employees shall not use telephones for personal calls or to conduct personal business during working hours. Please advise your friends and family that you are not allowed to receive calls except in emergency situations. If it is absolutely necessary to place a call during working hours, you must have the approval of your supervisor and we ask that you do so during your lunch break, that you use the pay phone, and that you keep the call as brief as possible. Incoming messages will gladly be taken by the office and given to you as soon as possible.

B. Visitors: The company is always glad to have its employees show their friends and family through the plant, but ask that this be done only after giving advance notice to the plant manager and at an appropriate time mutually agreed to by both the employee and the plant manager. Unscheduled or lengthy visits tend to disrupt production and are therefore discouraged.

C. Moonlighting: It is the responsibility of all employees to report to their supervisors any second jobs they may have, including self-employment. While the company is not opposed to moonlighting, failure to report it is cause for dismissal if, in the opinion of the company, an employee's performance or attendance is affected by this, or if the company's competitive position is in any way threatened.

D. Solicitations/Notices: Contributions should not be solicited nor should subscription lists, notices, bulletins, signs or petitions of any kind be circulated or posted without the approval of the president.

E. Good Housekeeping: Clean, neat surroundings make everyone's job more pleasant, but it takes the effort of every employee to accomplish this. Keep your immediate work area clean and tidy. The lunch area is provided for the convenience of all employees. Don't leave it messy for the person who will be using it next. Clean up the table and dispose of your trash after eating—be considerate of the next person.

F. Morale: Nothing can destroy the working morale of a company as fast as one disgruntled employee who chooses to voice displeasure frequently and to anyone within listening distance. If you are dissatisfied about something, take it up with your supervisor or other appropriate management person. Personal problems should be left at home and not interfere with your attitude or performance on the job. Pride in your work and in your company should take top priority. Good attitudes are contagious and create a good morale. An improper attitude on the job on a continuous basis will be considered cause for dismissal.

G. Closings Due to Weather: In the event of severe weather conditions, such as snow storms and flooding, the president shall be the one to decide if the conditions warrant closing the plant. If the weather conditions are poor before the start of an employee's shift, they should call to find out if the plant has been officially closed.

H. Dress Code: Employees will dress in a manner suitable for the business environment and in such a way as not to be offensive to customers or other employees. No halters, shorts or bare midriffs will be allowed. Office personnel are further restricted from wearing jeans, T-shirts or sneakers. For safety and health reasons, shoes must be worn at all times. If there are any questions about the dress code, please see your Supervisor.

MATERIAL SAFETY VOCABULARY

COMPETENCY: Use standard English grammar. (1)

OBJECTIVE: To understand material pertaining to material safety.

DIRECTIONS: In your own words, re-write the phrases on the Material Safety Data Sheet that contain the following words:

1. HAZARD
2. IRRITATING
3. INHALATION
4. RESPIRATORY TRACT
5. INGESTION
6. ASPIRATED
7. INDUCE

TRADE NAME: 3M CLEANER CONDITIONER

5. HEALTH HAZARD DATA

Eye Contact

May be irritating to eyes.

Skin Contact

May be irritating to skin.

Inhalation

May be irritating to respiratory tract.

Ingestion

May be harmful or fatal if aspirated into lung by vomiting.

Suggested First Aid

EYES: Flush immediately with large amounts of water for at least ten minutes and call a physician.

SKIN: Wash with soap and water.

INGESTION: Do not induce vomiting. Call a physician.

6. REACTIVITY DATA

STABILITY	<input type="checkbox"/> Unstable <input checked="" type="checkbox"/> Stable	Conditions to Avoid
INCOMPATIBILITY		Materials to Avoid
HAZARDOUS POLYMERIZATION	<input type="checkbox"/> May Occur <input checked="" type="checkbox"/> May Not Occur	Conditions to Avoid

Hazardous Decomposition Products

7. SPECIAL PROTECTION INFORMATION

Eye Protection	Suggested	Skin Protection	Suggested
Ventilation	Use with adequate local exhaust or mechanical ventilation.		
Respiratory and Special Protection	NIOSH approved organic vapor respirator.		
Other Protection			

8. PRECAUTIONARY INFORMATION

Keep away from heat, flame, sparks, and other sources of ignition. Use with adequate ventilation. Avoid eye and skin contact. Avoid breathing vapor. Keep tightly closed. Keep out of reach of children.

9. DEPARTMENT OF TRANSPORTATION

DOT Proper Shipping Name	DOT Hazard Class
Not Applicable	Not Applicable

Issue Date	Supersedes
Sept. 1982	June 1

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211 220

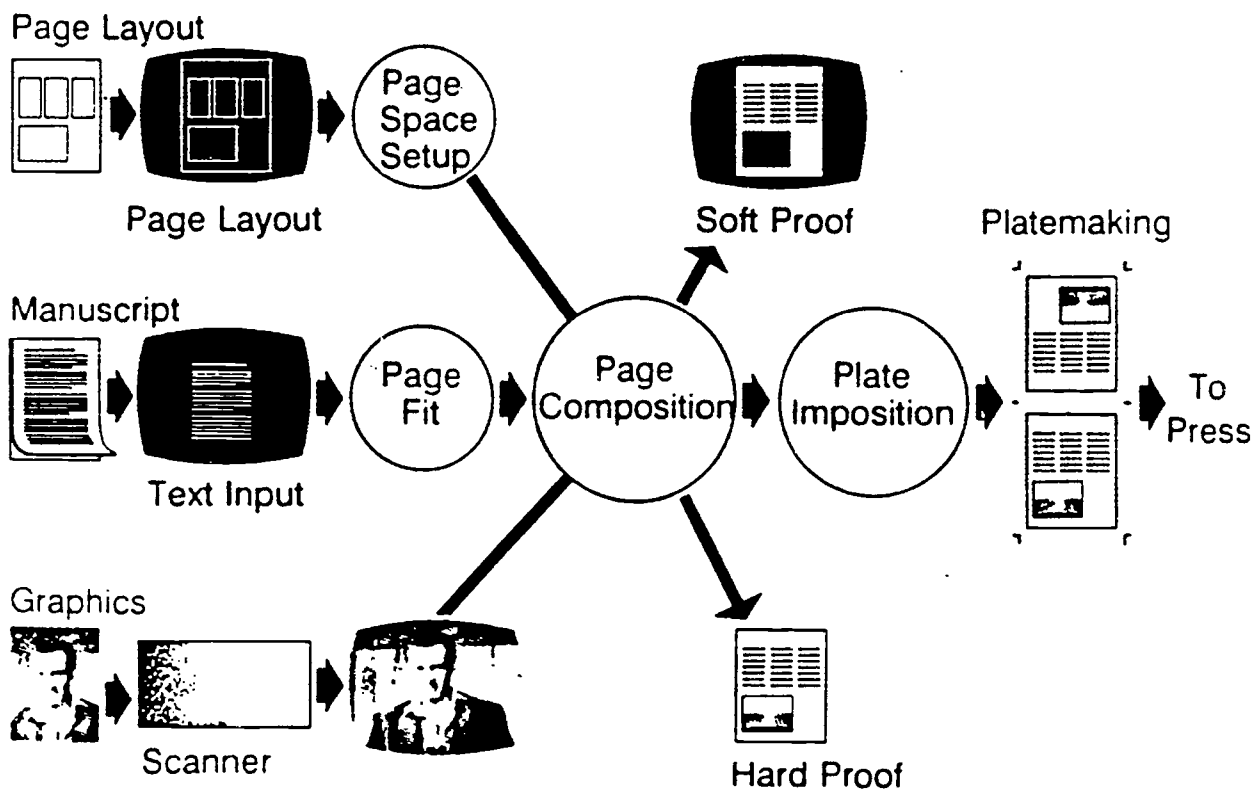
ELECTRONIC PRE-PRESS SYSTEM

COMPETENCY: Use standard English grammar. (1)

OBJECTIVE: To describe something in writing.

DIRECTIONS: Write an explanation in paragraph form of this flow chart describing the process of electronically composing a page.

ELECTRONIC PRE-PRESS SYSTEM



RUN-ON SENTENCES

COMPETENCY: Use resources to correct spelling and punctuation. (2)

OBJECTIVE: To correct run-on sentences.

DIRECTIONS: The sentences below are run-ons, two sentences linked together. Separate them by placing a period where the first sentence ends. Begin the second sentence with a capital letter.

1. Consider carefully the options available to you only you can decide the best level of resources.
2. In the event of your death, the amount of life insurance shown will be paid to your beneficiary you may change your beneficiary at any time.
3. If you become disabled while working, your premium payments will continue your life insurance will remain intact.
4. Benefits are payable for covered medical expenses the total lifetime benefit is \$1,000,000.
5. The amounts paid are determined on a reasonable and customary fee basis reasonable and customary fees are those charged by a provider for service.

MESSAGES

COMPETENCY: Use resources to correct spelling and punctuation. (2)

OBJECTIVE: To recognize complete sentences.

DIRECTIONS: Someone at Crabcake Press wrote this memo. Because the period on her printer did not work, the memo came out as one long sentence. Your job is to decide where to place the periods so that each part is a complete sentence. There are 4 sentences in the first paragraph and 5 sentences in the second.

M E M O

TO: All Employees
FROM: Office Manager
DATE: August 22, 1992
RE: MESSAGES

Messages will be taken by the receptionist when you are not at your work area or cannot be located by beeper the receptionist will be using her own judgment as to important calls if the caller identifies that call as being important and that you must be located, she will make every effort to do so however, if the call is not identified as such, she will take a message

Messages will be kept in duplicate one copy will be placed in the message center the other copy will remain in a book kept at the receptionist's desk if you are out of the building and call in for messages, the receptionist will mark the message received and place it in the message center for you to pick up later and messages left at the end of the day will be placed in each individual's mail slot

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EDITING A BUSINESS LETTER

COMPETENCY: Use resources to correct spelling and punctuation. (2)

OBJECTIVE: To recognize written errors.

DIRECTIONS: Make the necessary spelling and punctuation corrections in this letter. Hint: There are at least 25 errors!

January, 1992

WELCOME!!

Congratulations ob being among the first Maryland printing industry employees to enroll in "Skills Today For Tomorrow" I am very excited about this new learning program and i hop you ar too by starting this class, you have made learning an importand part of your daily life

We want to makd this class the best it can be for ou if you have questions, problems, suggestions, or wahtever, please share them with us you may talk to your instructor, or you mak call me direclty and I will be happy o talk with you

You are not alone on your learning path we are taking the steps with you, so cont on us if you stumbeble happy learning!

Jane Smith
Project Director

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WARNING NOTICE

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: Fill out a form accurately.

DIRECTIONS: You have just received a warning notice from your supervisor for leaving your work station. You think that this warning is unfair. You have been away from your station four times this morning, but you had good reasons for leaving each time. Fill out the "Employee Statement" portion of the form. (You may make up the details.)

WARNING NOTICE

Employee Name: _____ Position: _____

Dept.: _____

Date of notice: _____ Date of incident: _____ Time: _____

Location: _____

Violation type:

☐ Dishonesty ☐ Violation of rules ☐ Insubordination☐ Leaving work station ☐ Intoxication ☐ Unsatisfactory performance☐ Misconduct ☐ Poor attendance ☐ Loafing ☐ Safety

_____ Low output _____ Tardiness _____ Unreliability

_____ Absenteeism _____ Inaccurate _____ Poor Quality

☐ Other: _____

Details of above:

Action to be taken:

☐ Warned ☐ Suspended _____ days without pay from _____ to_____, ☐ Discharged as of _____ (date).Has employee been warned previously? ☐ yes ☐ no ☐
verbal ☐ written on: _____ (date)IMMEDIATE SATISFACTORY IMPROVEMENT MUST BE SHOWN OR FURTHER
DISCIPLINARY ACTION WILL BE TAKEN INCLUDING POSSIBLE SUSPENSION FROM
DUTY OR DISCHARGE.

Employee statement:

I have entered my statement regarding this matter: _____

I have read this warning and understand that the absence of any written
statement on my part indicates my agreement with the report as stated.

Supervisor signature _____ Date _____

Employee signature _____ Date _____

Preparer signature _____ Date _____

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STATISTICAL PROCESS CONTROL CHART

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To record data on a chart.

DIRECTIONS: Complete and label the Statistical Process Control chart below with these figures which give spoilage per 1,000 sheets for each shift (in order: first, second, third) every day of the week:

Monday - 2.5, 3.1, 1.2

Tuesday - 1.3, 2.4, 1.9

Wednesday - 0.9, 1.6, 1.8

Thursday - 1.1, 2.1, 1.3

Friday - 2.6, 3.3, 2.9

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					

CUSTOMER SATISFACTION FOLLOW-UP

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To take accurate telephone messages.

DIRECTIONS: Complete the Customer Satisfaction Follow-up Form for these situations. Make a copy of the form before you begin.

1. John Smith from ABC Bookstore, Washington, D.C., (202) 555-1234, called today to inquire about the delivery date of his order of 100 copies of Stedman's Pocket Medical Dictionary. He ordered these six weeks ago and has already been billed, #123456, but has not yet received the order. You can't find the customer's original order.
2. Jim Jones from XYZ Books in Philadelphia, (215) 555-1000, called today. He received his order #123457, but received only 90 copies of Huth's Medical Style instead of the 120 he ordered.

CUSTOMER SATISFACTION FOLLOW-UP

Date: _____ Time: _____ CS rep: _____

Name of customer: _____

Customer telephone: _____

Date return call promised to customer: _____

Date customer contacted: _____

CUSTOMER REACTION:

Invoice # _____ Book number _____

Author _____

Problem as identified by customer:

Comments:

Please attach a copy of the invoice to this form and route to Carol/Joann for review after problem is solved.

Reviewed by _____ Date _____

CREDIT UNION

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To understand application and authorization forms.

DIRECTIONS: Fill out these forms to join the Credit Union and to have \$10.00 a week withheld from your pay. Print neatly.

APPLICATION FOR MEMBERSHIP

Account Number _____ Name (To be filled in by credit union) _____

Complete Address _____

Husband's first or Wife's maiden name _____

Employer _____ Bus. Phone _____ Home Phone _____

Dist. or Occupation _____ Place of Birth _____

Date of Birth _____ Mother's maiden name _____

Membership _____ Soc. Sec. No. or _____

Eligibility _____ Tax Ident. No. _____

By signing on the reverse side, I hereby make application for membership in and agree to conform to the bylaws and any amendments thereto in the

CREDIT UNION

I also agree to the terms and conditions of any account that I have in the credit union now or in the future and agree that the credit union may change those terms and conditions from time to time. This application approved by me: (Check one)

() Board () Exec. Committee Date _____

() Membership Officer _____ Signed _____
(Person representing approval of application)

Reverse side must be completed

JOINT SHARE ACCOUNT AGREEMENT ("NOT TRANSFERABLE")

The _____
Credit Union is hereby authorized to recognize any of the signatures subscribed below in the payment of funds or the transaction of any business for this account. The joint owners of this account hereby agree with each other and with said credit union that all sums now paid in on shares, or hereafter or hereafter paid in on shares by any or all of said joint owners to their credit as such joint owners with all accumulations thereon, are and shall be owned by them jointly, with right of survivorship and be subject to the withdrawal or receipt of any of them, and payment to any of them or the survivor or survivors shall be valid and discharge said credit union from any liability for such payment. The joint owners also agree to the terms and conditions of the account as established by the credit union from time to time. Any or all of said joint owners may pledge all or any part of the shares in this account as collateral security to a loan or loans from the credit union.

The right or authority of the credit union under this agreement shall not be changed or terminated by said owners, or any of them except by written notice to said credit union which shall not affect transactions theretofore made.

Joint Account No. _____ Date _____ 19 _____
Soc. Sec. or _____ Joint Owners _____ Date of Birth _____
Tax Ident. No. (each must sign)

Consent of Spouse (to be completed in some states if joint owner is other than spouse of member)

Approved and consented to: _____ Signature of spouse _____ Date _____
*as defined in 12 CFR Part 203

CENTRAL CREDIT UNION of MARYLAND
8501 LA SALLE ROAD — TOWSON, MARYLAND 21204

PAYROLL AUTHORIZATION

PLEASE PRINT

NAME _____ SOC SEC NO _____
After reading this card, I have this day authorized the Payroll Supervisor of
the _____ to deduct

from my pay each payroll period \$ _____ and
transmit same currently to the Central Credit Union of Maryland.

DATE _____ 19 _____ DEPARTMENT _____

SIGNATURE OF MEMBER _____

ADDRESS _____

EFFECTIVE _____

PAYROLL DEDUCTION INFORMATION—I understand that I have the choice of paying loans directly or by means of Payroll Deduction. Under the credit union Payroll Deduction Plan funds are credited to my account immediately when received in identifiable form

ORIGINAL—EMPLOYER COPY—CREDIT UNION

MEMBER INITIALS

HAZARDOUS WASTE CHART

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To develop a chart of duties.

DIRECTIONS: You are the Pre-make ready team leader. Develop a chart of your team members' duties regarding hazardous waste.

M E M O

TO: Print Department Employees
FROM: Dan Smith
RE: HAZARDOUS WASTE
DATE: August 14, 1992

We are now required to limit the amount of hazardous waste inside our plant. Effective immediately we will take the hazardous waste drums away from each of our presses. Waste accumulated at the presses will be brought to the pre-make ready wash room and dumped in the appropriate drums. The law also requires us to provide secondary containment for each drum as a precaution for a leak/spill. We have purchased a vessel for containment. All liquid waste drums must be kept on the pallet provided above this vessel and remain covered when not dumping. Press personnel will be responsible for dumping waste in the proper drums and replacing the cover. If the waste to be dumped is solvent, it may be placed in the drum next to our washing machine. Press solvent can be cleaned in our system and used for the washing of parts.

Pre-make ready personnel will ensure the drums are above the vessel, labeled with (yellow) hazardous waste stickers and the start accumulation date noted. They will also remove full drums to our outside satellite storage area. Note: Before drums can be stored in the satellite area all unrelated information written on the drum tops and sides (labels, etc...) must be painted over with spray paint. The only label permitted on the drums is the (yellow) hazardous waste sticker.

Following these requirements will provide easier and safer handling of our waste. It will directly reduce our waste and lower disposal costs. A gallon of clean NPA solvent costs approximately \$4.22. A drum of hazardous waste costs the company approximately \$70.00 to dispose of. If the drum is found to have rags or other debris the cost rises to \$350.00! If everyone follows procedures we can save our company unnecessary costs. Thanks for everyone's cooperation.

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WORK REQUEST

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To record information on work request form.

DIRECTIONS: The temperature gauge on your shrink wrap machine is not working. Complete the necessary parts of the Work Request form below.

CRABCAKE PRESS WORK REQUEST

DATE ISSUED: DATE NEEDED: REQUESTED BY: DEPT: DEPT. MANAGER'S APPROVAL:

NAME OF EQUIPMENT: LOCATION COST CENTER:

<u>WORK ORDER</u>	<u>O EMERGENCY</u>	<u>O URGENT</u>	<u>O ROUTINE</u>	<u>O SHUTDOWN</u>
<u>PRIORITY-CLASS</u>	<u>O SAFETY</u>	<u>O SCHEDULED SAFETY</u>	<u>O SCHEDULED SAFETY</u>	<u>O SCHEDULED WORK</u>
	<u>O GENERAL MAINTENANCE</u>	<u>O SCHEDULED GENERAL MAINTENANCE</u>	<u>O SCHEDULED GENERAL MAINTENANCE</u>	<u>O REGULATORY WORK</u>
			<u>O PROJECT WORK</u>	

DESCRIPTION OF REQUESTED WORK:

MAINTENANCE DEPARTMENT'S DESCRIPTION/CLARIFICATIONS OF WORK TO BE ESTIMATED, PLANNED, SCHEDULED AND APPROVED:

MAINTENANCE DEPARTMENT WORK ESTIMATOR:

DATE RECEIVED BY MAINTENANCE DEPARTMENT

ACCIDENT REPORT

COMPETENCY: Record information on work forms and charts. (3)

OBJECTIVE: To record information on an accident report form.

DIRECTIONS: You are the supervisor of an employee injured on the job. Complete the report form. Make up all the details.

TIME AND PLACE

1. Location where the accident occurred _____
Employer's premises ☐ Yes ☐ No
2. Date of injury or initial diagnosis of illness _____
Hour of day _____
3. Date disability began _____
4. When did you or your supervisor first know of the injury? _____
5. Name of immediate supervisor _____

INJURED PERSON

6. Name of insured _____
First Middle Last
- Social Security Number _____
7. Address _____
8. Occupation when injured _____
Was this his or her regular occupation? ☐ Yes ☐ No
If no, state regular occupation _____
9. How long employed _____ Wages per hour _____
Average weekly earnings _____

CAUSE OF INJURY

10. Machine, tool, or substance causing injury _____
11. Was safety appliance provided? ☐ Yes ☐ No
Was it in use at the time? ☐ Yes ☐ No
12. What was employee doing when injured? _____
13. Did disability arise out of and in the course of claimant's employment? ☐ Yes ☐ No

NATURE OF INJURY

14. Nature of injury or occupational disease: _____
15. Probable number of work days away from work _____
16. Has insured returned to work? ☐ Yes ☐ No
If so, date and hour: _____
At what wage? _____ At what occupation? _____
Hours per week _____
17. Employee's Signature _____
18. Supervisor's Signature _____

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SIMPLE PHONE MESSAGES

COMPETENCY: Take accurate telephone messages. (4)

OBJECTIVE: To take telephone messages that include seven details: Who the message is for, Who called, from Where, When, Why he or she called, How he or she can be reached, and that the recorder signed his or her name.

DIRECTIONS: Work in pairs. For the first item, have one person read the message pretending to be the caller while the other person records the message. For the second item, switch roles. The message taker must ask for the details.

1. My name is James Williams. Have Jean Strado call me about her order for the YMCA flyers. My number is 555-2987.
2. This is Jean's sister, would you please have her call me at 555-4590 ext. 330. It is very important.
3. This is Jean's daughter, have her call me at work.
(details: The caller is Michelle. The phone number is 555-3482.)
4. I'm John from Wilson Chevrolet, tell Mr. Thompson that his car is ready. (Details: Bill Thompson, and his car was in the shop for repairs. The repair shop will be open until 6 p.m.)
5. This is Bob Kantor from Walford Books. What happened to the book order I requested 4 weeks ago? Have Yolanda Kraft call me at 555-3901.
6. This is Mrs. Gant from Northeast Middle School. Ask Mr. Johnson to call me at 555-0038. (details: Mr. Ray Johnson).
7. This is Bob Stevens from the Easton plant, I need to talk to Roberto Daves about the bluelines for job #3408.
8. This is Dawn from Shipping. Have Norma call me. I need to know what she wants with the extra reply cards. I'm at extension 450.

TAKING LONGER MESSAGES

COMPETENCY: Take accurate telephone messages. (4)

OBJECTIVE: To take telephone messages that include seven details: Who the message is for, Who called, When, from Where, Why he or she called, How he or she can be reached, and that the recorder signed his or her name.

DIRECTIONS: Work in pairs. For the first item, have one person read the message pretending to be the caller while the other person records the message. For the second item, switch roles.

1. This is Charlie Perkins from Crabcake Press. Would you tell Ms. Moylan that the blue line copy for "Planning and Restructuring in the Public Schools" was mailed today? She should receive it by Thursday. If she has any questions, please call me at 555-3490 ext. 349.
2. This is Charles Gabrilovitch from Nocturnal Z's. Please ask Mr. Haddleback to call me regarding the National Institute of Health Report on Lyacynth in sleeping medicine. He can reach me at (703) 555-6793 ext. 391.
3. This is Sharon Boise from Akansan Electronics please ask Mrs. Borshman to call me regarding the brochure order. I think it is account number 5769-23.

(Phone: (703) 555-3876, let the recorder ask for it)
4. This is Mari Arelias from The Waldorf Exchange. Ask Tom Solar to call me before 5 p.m. tomorrow. It is very important. I'll be at 555-3980 until 5 today, or he can reach me at 555-5934 this evening.
5. This is Tony Produtinio from Catonsville Community College. Have John Bradley call me at 555-2250 ext. 340 before he mails the book order for the new fall catalogs.
6. This is Alicia McLaughlin from The Arcadia Sports Exchange. Tell Martha I have to reschedule the meeting on Thursday. I'll be at 555-3486 until 3 this afternoon. After that she can reach me at 555-8721 ext. 340. Please have her call me today.

DETAILED TELEPHONE MESSAGES

COMPETENCY: Take accurate telephone messages. (4)

OBJECTIVE: To take telephone messages that include seven details: Who the message is for, Who called, When, from Where, Why he or she called, How he or she can be reached, and that the recorder signed his or her name.

DIRECTIONS: Work in pairs. For the first item, have one person read the message pretending to be the caller while the other person records the message. For the second item, switch roles.

1. This is Bob Shaivitz, Sheila's husband. Would you tell Sheila I won't be able to pick up Wendy after school today? I want to know if Sheila can pick her up at 5:30 at the school. Have her call me back at 555-4301 ext. 224 and let me know.
2. This is Mary McGuire the principal of Eastor Elementary School. Mr. Watson's son Melvin was taken to Harbor City Hospital at 1:15, just a few minutes ago. He had an accident in the woodworking shop. Mr. Watson can call me at 555-3901 or he can call the hospital at 555-6791.
3. This is Mark Abrams from Design Masters Incorporated. Have Jodi Smith call me regarding the book order for "Mastering the Macintosh Wizard 5.0." I believe it is account #5409-23.

(Phone number: 703-555-3297, let the recorder ask for it)

4. This is Mrs. Maroney, please tell John I am scheduled to leave O'Hare airport at 3:15 p.m., and arrive on flight 4538 at BWI at 8:05 this evening. If John cannot pick me up, have him call Charlie and ask him to pick me up. I will be here at Betsy's until 2:00 p.m., after that he can page me at the airport at (607) 555-6031.
5. This is Ms. Patrice from Dr. Weinstein's office. Please tell George Martinez that his dentist appointment will have to be rescheduled for next week. Dr. Weinstein had a death in his family and canceled all appointments for the rest of this week.

(Phone: 555-6674, let the recorder ask for it)

6. This is Sandy Paige from Smudge Paper Company. Would you tell Sue Williams that the price for the #100 book paper order will be \$315.59, not the original quote of \$345.99?

(phone number: 555-4307 ext. 439, let the recorder ask for it)

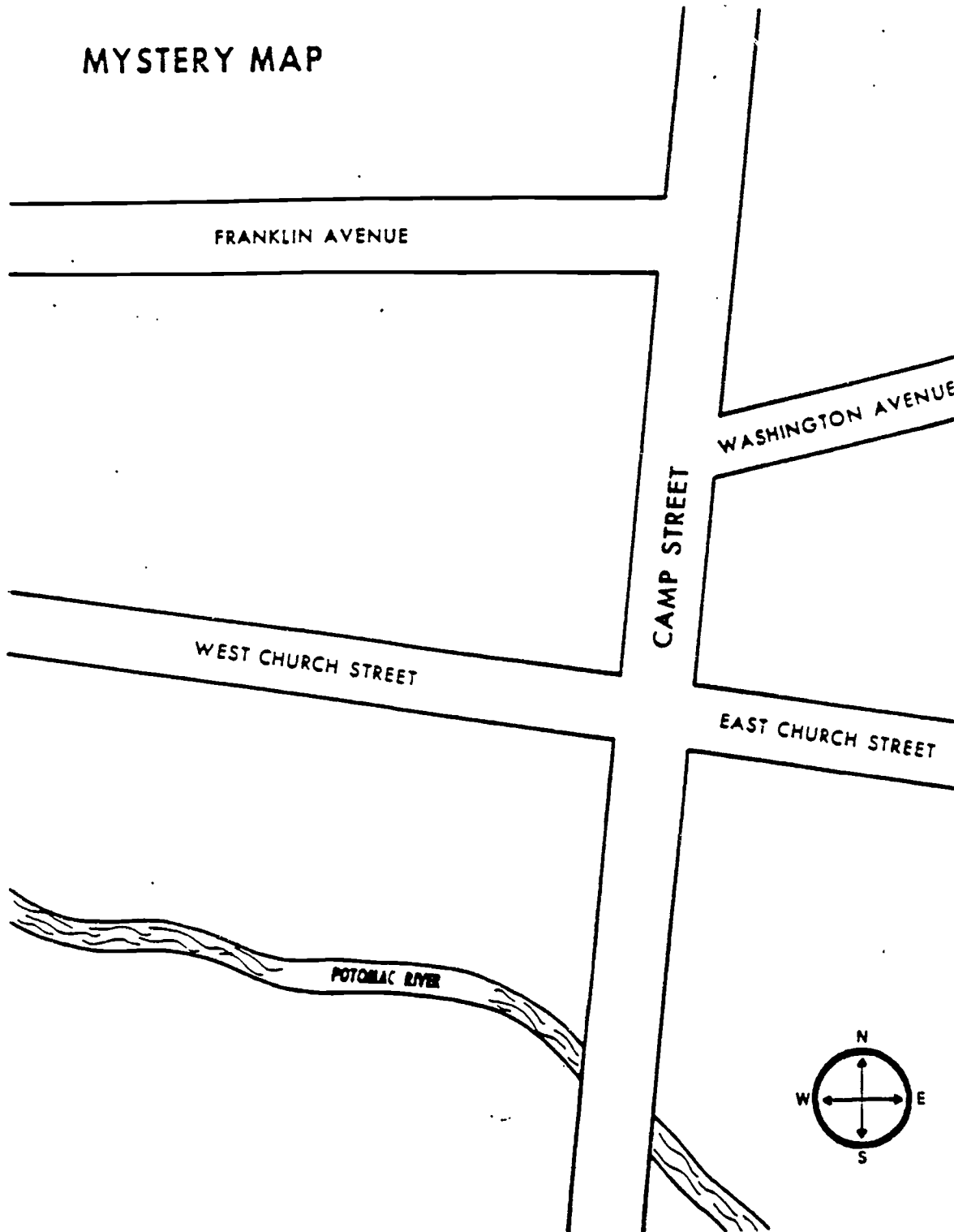
MYSTERY MAP DIRECTIONS

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To write directions.

DIRECTIONS: You live on Camp Street next to the river. Write directions to your plant which is on Franklin Avenue.

MYSTERY MAP



VACATION NOTE

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To write a short note asking for vacation time.

DIRECTIONS: Write a note to your supervisor asking for the first week in September as vacation time.

PERSONAL DAYS REQUEST

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To make personal requests in writing.

DIRECTIONS: Write a note to your supervisor asking for two personal days to be added to your Christmas holiday. Specify the days you want. You work D shift.

This schedule outlines the 1992 holidays.

Day	Date	Operations	Notes
New Year's Day	Wednesday January 1, 1992	Closed from 12/31/91 5 pm to 1/2/92 7 am	
Memorial Day	Monday May 25, 1992	Closed from 5/22/92 11 pm to 5/26/92 1 am	
Independence Day	Saturday July 4, 1992	Closed from 7/2/92 11 pm to 7/6/92 1 am	Holiday will be celebrated on Friday 7/3
Labor Day	Monday September 7,	Closed from 9/4/92 11 pm to 9/8/92 1 am	
Thanksgiving	Thursday & Friday Nov 26 & 27, 1992	Closed from 11/25/92 11 pm to 11/30/92 1 am	
Christmas	Friday December 25, 1992	Closed from 12/24/91 5 pm to 12/27/91 3 pm	Day and Evening Shift works Sunday 12/20. D Shift works Sunday 12/20 starts at 11 pm (11-7) and shuts plant at 5 am on 12/24.
New Year's Day (1993)	Friday January 1, 1993	Closed from 12/31/92 5 pm to 1/4/92 1 am	Evening Shift (3-11) works Sunday 12/27 (3-11) D Shift (11 pm) works Sunday 12/27 starts at 11 pm (11-7) followed by Day shift at 7 am.

In addition to these holiday dates, employees are entitled to three (3) additional Personal Holidays to be scheduled with supervisory approval.

- NOTE:
1. D shift (midnight) works Friday night instead of New Year 1992 night. Hours will be 11 pm - 5 am (six hours).
 2. Day and Evening shifts will work Sunday (12/20) prior to Christmas.
 3. "D" shift (midnight will start 2 hours early on 12/20 & 12/27 at 11 pm to follow up behind the evening shift. They will shut the plant at 5 am 12/24, and on New Year's Eve will work to 7 am 12/31.

SHIFT CHANGE

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To write a short note to the next shift.

DIRECTIONS: Write a note to the next shift telling them that the customer for Job #35142 called late this afternoon. He will be here at 9:00 a.m. tomorrow to pick up the job.

TRUCK DRIVER

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To communicate in writing to a co-worker.

DIRECTIONS: You didn't complete three deliveries today. Write a note to tomorrow's driver telling him. (Make up the details.)

TELEPHONE POLICY

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To communicate in writing to co-workers.

DIRECTIONS: In the department you supervise, the receptionists are not answering the phones properly. Write a memo to correct this.

TWA FLIGHT MEMO

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To make personal requests in writing.

DIRECTIONS: Write a memo to your secretary asking him to make reservations for you to fly to Albuquerque on a Sunday evening with open return.

Departs	Arrives	Stops or Connecting City	Frequency	TWA from the Baltimore- Washington Area			
ALBUQUERQUE				Departs	Arrives	Stops or Connecting City	Frequency
N 8:00 AM	11:26 AM	Via Chicago	ExSun.	GUAM			
I 8:30 AM	11:26 AM	Via Chicago	ExSun.	D 5:00 PM	5:05 AM	Via Los Angeles	Daily
N 10:20 AM	1:28 PM	One-stop	Daily	HONG KONG			
N 1:55 PM	6:12 PM	Two-stop	Daily	D 5:00 PM	12:50 PM	Via Los Angeles	Daily
N 8:25 PM	9:17 PM	One-stop	ExSat.	INDIANAPOLIS			
ATHENS				N 8:20 AM	10:18 AM	Two-stop	ExSun.
D 7:10 PM	2:25 PM	Two-stop	Daily	N 11:15 AM	11:40 AM	Non-stop	Daily
BANGKOK				N 4:40 PM	5:57 PM	One-stop	Daily
D 7:10 PM	9:15 AM	Via Rome	Daily	N 8:55 PM	10:57 PM	Two-stop	ExSat.
CHICAGO				KANSAS CITY			
N 8:00 AM	8:49 AM	Non-stop	ExSun.	N 8:00 AM	10:35 AM	One-stop	ExSun.
I 8:30 AM	9:14 AM	Non-stop	ExSun.	N 10:20 AM	12:47 PM	Via Chicago	Daily
N 10:20 AM	11:09 AM	Non-stop	Daily	N 11:15 AM	1:21 PM	One-stop	Daily
N 12:10 PM	12:59 PM	Non-stop	Daily	I 12:15 PM	3:42 PM	Via Chicago	Daily
I 12:15 PM	12:59 PM	Non-stop	Daily	N 3:55 PM	6:47 PM	One-stop	Daily
N 1:55 PM	2:44 PM	Non-stop	Daily	N 6:55 PM	9:33 PM	Via St. Louis	Daily
N 3:55 PM	4:51 PM	Non-stop	Daily	N 9:00 PM	11:30 PM	One-stop	Daily
I 4:30 PM	5:25 PM	Non-stop	Daily				
N 5:25 PM	6:27 PM	Non-stop	ExSat.				
N 9:00 PM	9:48 PM	Non-stop	Daily				
COLUMBUS							
N 8:20 AM	9:25 AM	Non-stop	ExSun.				
N 4:40 PM	5:49 PM	Non-stop	Daily				
N 8:55 PM	10:15 PM	Non-stop	ExSat.				

SAFETY RULES MEMO

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To communicate in writing to co-workers.

DIRECTIONS: You are the pressroom supervisor. Write a memo to your group because some of them have been violating two of these rules. (You choose which rules they are ignoring.)

SAFETY RULES FOR EMPLOYEES

1. Immediately report all defective equipment and machinery to your supervisor.
2. Do not block aisles, walkways or stairs. Keep them open and clear from obstruction.
3. Do not block doors, emergency exits, electric switches and fire extinguishers. Keep them accessible and cleared from obstruction.
4. Do not tamper with the fire extinguishers or discharge them without reason. Report any use of a fire extinguisher to your supervisor.
5. Dispose of all trash and waste material in appropriate containers.
6. Never distract the attention of other employees when they are doing their work, especially when that work involves the operation of machinery or equipment.

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MACHINE MALFUNCTION

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: Write a factual description.

DIRECTIONS: The machine you operate at Crabcake Press is not working properly. Your supervisor has asked you to write down what types of problems you are having with it so that she can ask for repairs. Describe what the machine has been doing (or not doing). Remember to use who, what, when, where, why, and how.

INJURY ON THE JOB

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: Write a factual description.

DIRECTIONS: A Crabcake Press employee was injured on the job. You saw the accident. Describe what happened. Remember to include who, what, when, where, why, and how. Only write about what you actually saw.

SALARY STATUS

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To write a memo.

DIRECTIONS: You are a supervisor who wants to recommend that your team member, Joe Smith, be granted salary status. Read the description of salary status and write a memo giving your reasons why Joe should be granted this.

SALARY STATUS

WHAT IS IT?

- o Salary status is a benefit provided by Crabcake to employees to provide pay stability as well as recognition of demonstrated good performance and attendance.
- o Our policy states that if a person has at least two years of full time service and has good performance and good attendance, they will be placed on salary status. Good attendance is defined as "receiving no warnings in the past two-year period."
- o In addition, they must have demonstrated a willingness to work other assignments and overtime as needed.
- o After the employee has completed two years of service and met all the performance requirements, the change in status should be initiated with the department supervisor.
- o Salaried employees are paid a biweekly salary that, in some cases, would result in reduced pay for time off for hourly paid employees. Examples would include: Paid time off for occasional absences due to personal hardship, health, or other unforeseen circumstances.

WHAT IT IS NOT!

- o It is not extra vacation.
- o It is not to be used for such things as taking a day off to:
 - * Get your car serviced.
 - * Take yourself or other family members to the doctor, dentist or violin lessons.
 - * Be home when the painter is painting your house.
 - * Pick up your in-laws at the airport, train or bus station.
 - * Take your pets to the animal doctor.

Salary status is to be used for illnesses or when there is a legitimate emergency on the employee's part.

At all times, management has discretion on determining what emergency means.

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SPOILAGE BY DEPARTMENT

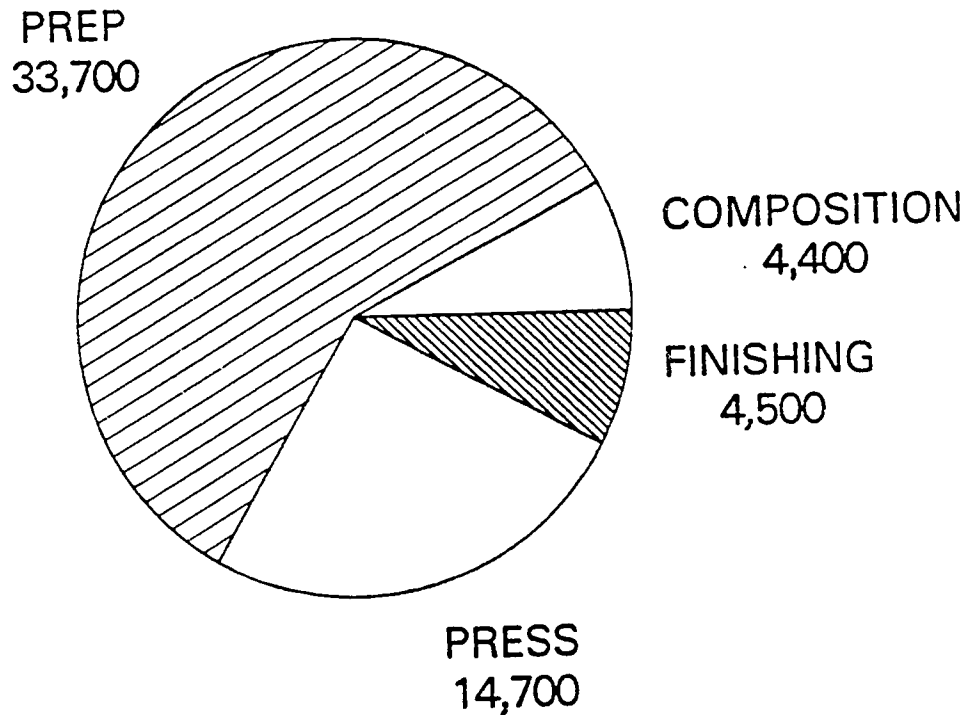
COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To communicate in writing to a supervisor.

DIRECTIONS: You are spoilage coordinator. Write a memo to the plant manager explaining this graph.

CRABCAKE PRESS

SPOILAGE BY DEPARTMENT - DECEMBER



NEWSLETTER ARTICLE

COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To write a factual description.

DIRECTIONS: Crabcake Press is honoring an employee in your department named Charles Tuna. Charles has performed his work so well over the past few months that he has broken all departmental productivity records. Because you work with Charles, you have been asked to write an article about his achievements for the company newsletter. Remember to use who, what, when, where, why, and how in the article!

MONTHLY REJECTIONS MEMO

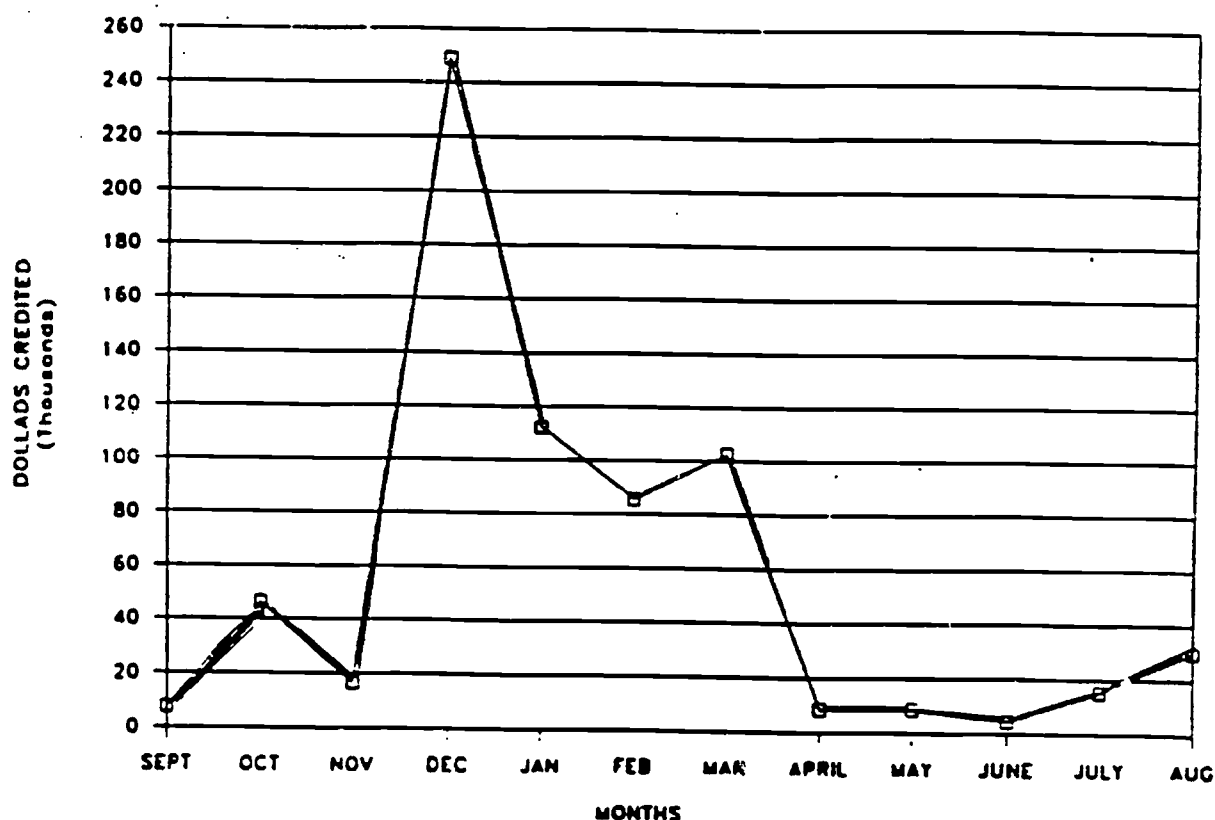
COMPETENCY: Write short notes and memos using complete sentences.
(5)

OBJECTIVE: To communicate in writing to a supervisor.

DIRECTIONS: You are the quality control manager. Write a memo to the plant manager explaining this graph.

1990 - 1991

MONTHLY REJECTIONS SEPT 90 -- AUGUST 91



200

XYZ PUBLISHING

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To write a brief business letter.

DIRECTIONS: Jane Smith, from XYZ Publishing, has called to report that Order No. 24635 arrived short 5 cartons. Write her a letter telling her when they will be shipped.

CREDIT CHECKS

COMPETENCY: Write letters using correct structure and sentence style. (8)

OBJECTIVE: To write a business letter.

DIRECTIONS: Read the following memo and write a letter notifying the ABC Book Store that the product cannot be shipped due to a credit issue.

M E M O

DATE: 1/8/92
TO: ORDER ENTRY/CUSTOMER SERVICE DEPARTMENT
FROM: CATHY SMITH
RE: CREDIT CHECKS

With the recent increase in fraudulent customers/accounts we must become more careful in screening customer orders; particularly RUSH OVERNIGHT or Saturday deliveries that are over \$300.00.

Please institute the practice of a call back to the number the person left to ensure that the person left a working telephone number or that it's the customer's home or business number and not a hotel, etc.

Also, each customer service representative should contact John Doe on X4089 for a credit check on orders over \$300.00 before Lillian faxes an order or before processing on a rush label.

Please keep in mind that the majority of our customers are on the "up and up." Don't act as if you don't trust them. When you call them back, just state you're verifying the number. I see no need to even tell them a credit check is being done.

However, if their credit is refused, please be sure to contact the customer and alert them that the product cannot be sent due to a credit issue. If they care to pursue, you may refer them to Steve.

Thank you for your assistance.

BILLING ISSUES LETTER

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To communicate in writing to customers.

DIRECTIONS: Write a letter to a customer who has refused to pay the sales tax.

CUSTOMER FEELS HE SHOULD NOT PAY SALES TAX

- I. Ask customer for information
 - A. Name and billing address
 - B. Invoice number
 - C. Where and how order was placed
- II. Pull invoice
- III. Sales tax is charged when:
 - A. Books are to be delivered in the states of Maryland, California, and Pennsylvania where our corporate offices are located.
 - B. When ordered through a salesperson
 - C. If ordered and not paid for at meeting or convention but being billed and shipped to one of our taxable states.
- IV. If customer comes under one of these categories:
 - A. Inform customer of reason for charging sales tax
 - B. If O.K. no action is necessary
 - C. If still refusing to pay:
 1. Instruct customer an exception will be made this time only! Future orders will be charged sales tax.
 2. Instruct customer to pay invoice minus sales tax.
 3. Send invoice and note to A/R to write off tax.
 - D. If customer does not fit one of these categories:
 1. Instruct customer to pay invoice minus tax.
 2. Send invoice and note to A/R to write off tax.
- V. If customer orders book in one state but book to be delivered in another state, by law he will be charged the sales tax of the state the book is to be billed in.

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YELLOW PAGES LETTER

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To write to a service company.

DIRECTIONS: Write a letter to a truck repair company asking for a bid to tow your truck, replace the transmission, and inspect it.

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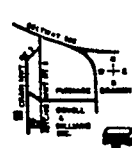
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Zip's Truck/Truck Body Co

6730 Industrial Dr Laurel 880-6263

SOLVENT AND INK CONTAINERS

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To write a business letter.

DIRECTIONS: You are Joe Smith, who sent this memo to Crabcake Press employees. Write a letter to the Inspector from the Department of the Environment summarizing the actions you have taken since his visit.

M E M O

TO: ALL PRESS ROOM/PRE-PRESS EMPLOYEES
FROM: JOE SMITH
DATE: 8/15/92
RE: ENVIRONMENT

The Department of Environment Inspector for the State of Maryland has visited this plant twice recently and was very concerned with the number of open solvent and ink containers and the level of solvent in the air as a result.

Not only does this mean costly fines for our company, but it also could result in a plant shutdown if we do not follow a strict practice of keeping lids on these containers.

Effective immediately, I must insist that each of you ensure that there are no open containers in any area at any time. Lids must be replaced immediately after you have taken whatever volume of toner, ink, or solvent and this procedure cannot be forgotten. I know I can count on everyone to make sure this happens.

For your information, we will be supplying training for handling hazardous waste (inks, etc.) over the next few days and this will assist greatly in everyone's confidence level that we are operating in a safe environment.

Please do not underestimate the seriousness of this important procedure and the need to handle these materials safely.

Thank you.

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WRITING BUSINESS LETTERS I

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To write a business letter with pertinent details.

DIRECTIONS: Use the information below to write a business letter.

Your customer, Steve Billingsly, sent you last-minute changes to a manuscript that was scheduled to be printed June 3, and to be delivered June 8. Write a letter informing him that the additions he requested will set the delivery date back to June 21.

Include the following details:

Book title: Tax Law Changes For 1992
Account No. 4509-32

Mr. Steve Billingsly
President
The Accountant's Tax Network
1507 Reisterstown Road
Baltimore, Maryland 21215

Use your own company's address for the heading.

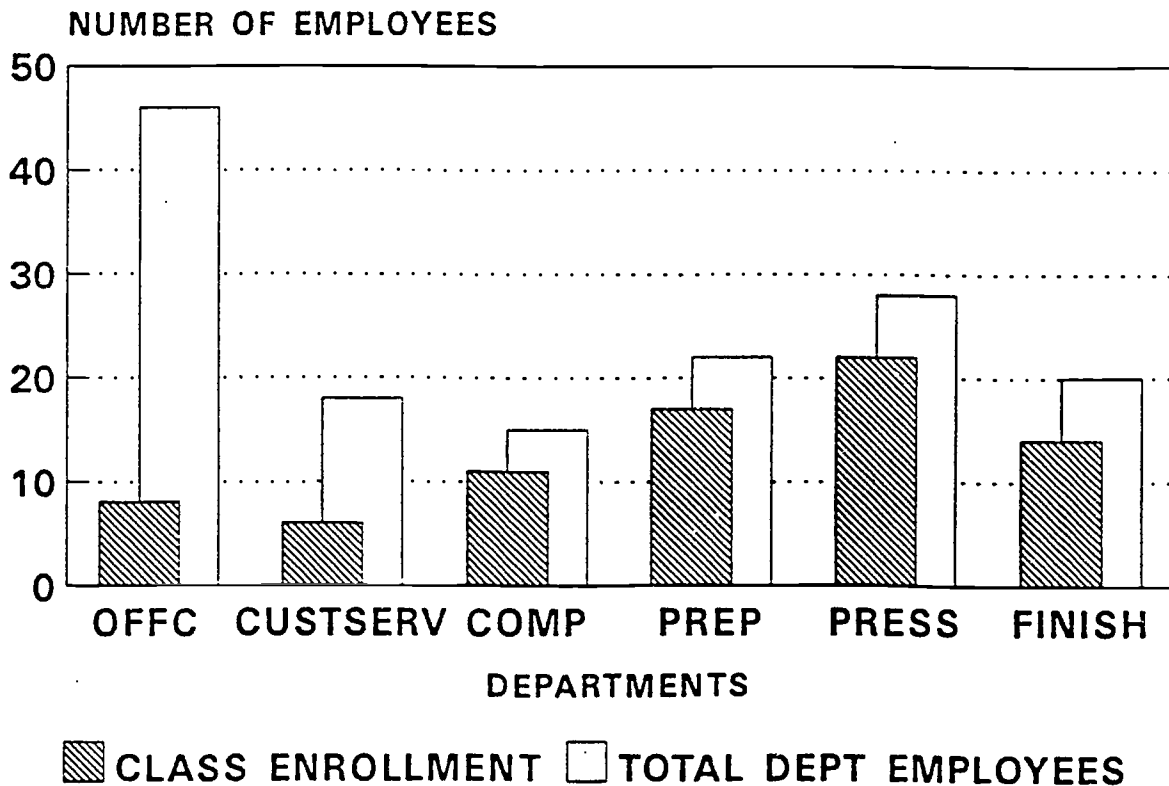
CLASS ENROLLMENT

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: To write a letter summarizing information in a graph.

DIRECTIONS: You are in charge of employee classes at Crabcake Press. Write a letter to Jane Smith, Director of the Workplace Skills Enhancement Program at Catonsville Community College, summarizing the information on this graph.

CRABCAKE PRESS WORKPLACE SKILLS ENHANCEMENT PROGRAM ENROLLMENT BY DEPARTMENT



WRITING BUSINESS LETTERS II

COMPETENCY: Write letters using correct structure and sentence style. (6)

OBJECTIVE: Write a business letter with pertinent details.

DIRECTIONS: Use the information below to write a business letter.

You are a billing clerk at Crabcake Press. Mr. Steve Disrali from National Institutes of Health called to complain about an error in his bill. He claims the customer service representative (CSR) told him that because the original deadline was missed by one week, there would be a 10% reduction on the cost of the printing. The CSR and the department supervisor confirmed the 10% reduction. Write Mr. Disrali a letter confirming the adjustment to his bill.

Include the following details:

Book title: Marginal Errors in Medical Recovery Statistics
Account No. 8704-37

The original bill was for \$13,458.92

The 10% reduction in the printing cost of \$4,505.43 reduced the total bill by \$450.54

The new invoice is \$13,008.38

Address:

Steve Disrali
Accounts/Billing Manager
Gerontology Research Center
National Institutes of Health
505 N Street S.W.
Washington, D.C. 20076-4493

Use your own company's address for the heading.

READING ANSWERS

YELLOW PAGES

page 1

1. 1082
2. 1084 OR 383
3. 1057

COMMUNITY SERVICE NUMBERS

page 3

1. 333-5187
2. 887-3900
3. 962-2590
4. Telecommunication Device
for the Deaf
5. 685-0123

ACTION INDEX

page 6

1. 6
2. 7
3. 7
4. 9
5. 6
6. 9
7. 8 (or 7)
8. 8

3M CLEANER

page 7

Instructor discretion

READING SIGNS

page 9

Instructor discretion

CYLINDER CHECKLIST

page 10

1. D
2. H
3. B
4. A
5. E

6. G
7. C
8. F

SAFETY RULES

page 11

1. B
2. F
3. G
4. A
5. H
6. D
7. C

CREDIT UNION

page 12

Instructor discretion

HEALTH INSURANCE

page 13

Instructor discretion

PRINTING INDUSTRY VOCABULARY

page 14

1. foot trim
2. head margin
3. type page width
4. bind trim
5. bind margin
6. type page length
7. final trim size
8. outside trim
9. foot margin
10. head trim
11. outside margin

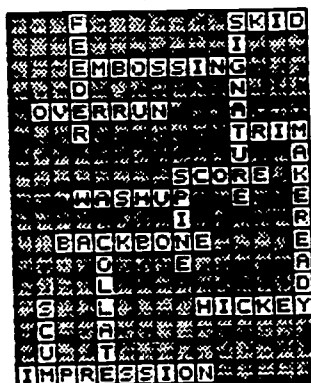
PAPER & INK CROSSWORD
page 16



PREP & PRINTING CROSSWORD
page 17



PRINTING CROSSWORD
page 18



INK TANK CHECKLIST
page 19

1. b
2. d
3. e
4. c
5. a

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APPLICATION FOR LOAN
page 20

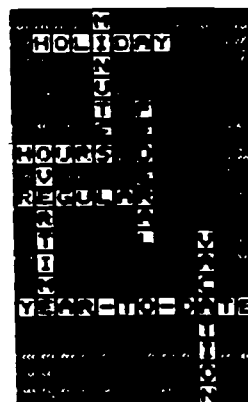
1. combination
2. co-signers
3. pledge
4. give permission
5. not required
6. husband or wife
7. received
8. holding
9. debts
10. lender

CONSENT FORM VOCABULARY
page 23
Instructor discretion

ABBREVIATION CROSSWORD
page 24



PAYCHECK CROSSWORD
page 25



UNDERSTANDING A PAY STATEMENT
page 26

1. 46 hours
2. 6 hours overtime
3. ending 6-16-91
4. 6-20-91
5. \$343.00
6. \$7,263.20
7. \$20.57
8. \$434.30
9. \$7.00
10. \$10.50
11. \$204.79
12. 3 deductions

JOB JACKET INSTRUCTIONS
page 28

1. 12
2. no
3. Long Walk Bindery
4. by head and outside
5. strip in halftone negs.
6. Position special pages by type page corner marks.
7. Long Walk Bindery
8. Additional paper was allowed for the printing of halftones throughout.

UNDERSTANDING SEQUENTIAL DIRECTIONS
page 29

1. Chemco
2. Version A
3. It doesn't matter

BILLING ISSUES I
page 30

1. yes
2. Don't charge the customer this one time.
3. no
4. no
5. shipping only

FINISHING
page 33

1. perfect binding
2. the customer
3. under the front cover
4. Collate all the materials into the accolade style slipcase box, then shrinkwrap 3/4 mil tight.
5. Crabcake Press
6. in the accolade style slipcase box

HAZARDOUS WASTE
page 34

1. Waste will be kept in drums in the pre-makeready washroom.
2. Waste used to be disposed of in containers next to each press.
3. Employees must dump waste in the proper container and replace the cover.
4. Make sure drums are above the containment vessel. Label the drums. Note the start date. Remove full drums to the outside storage area.
5. It increases the cost of disposal.

ENVIRONMENT INSPECTION
page 35

1. The problem is open solvent and ink containers.
2. The company could be fined and possibly shutdown.
3. Everyone must replace the lids after using the containers. Training will be supplied by the company.

MAIL HANDLING PROCEDURES
page 36

1. The letter will be picked up the next morning between 9 and 11 a.m.
2. The receptionist is responsible for putting postage on the mail.
3. Fill out the FedEx voucher to send a package.
4. 11:30 a.m. and 5 p.m., or first thing in the morning would be the best times to pick up the mail.

DISTRIBUTION OF OVERTIME
page 37

1. in the departments, with a chief steward, and with the Chairman of the Grievance Committee
2. Overtime is rotated among all qualified employees.
3. The employee who has worked on the job all day gets preference for overtime.
4. The crew assigned to the equipment will get preference for overtime.

PRINTING HISTORY
page 38

1. b
2. d
3. a
4. c
5. b
6. c

CONTINGENCY PLAN
page 39

1. A contingency plan is a plan of what to do in case of possible emergencies.
2. Hazardous waste is kept in sealed 55 gallon drums.
3. The waste is stored in a fenced area outside the building.
4. Ethanol
5. The waste could spill and burn.
6. Clear people from the area.

PAPER
page 41

1. Since paper is one the most important parts of the printing process, knowing as much as possible about the manufacture and characteristics of various kinds of paper helps to insure the best paper is selected for a job.
2. b
3. c
4. d
5. b
6. a
7. c
8. b
9. a
10. d

SEXUAL HARASSMENT
page 42

1. no
2. Offenses should be reported within 48 hours.
3. Report incidences to the personnel manager or the president.
4. Managers and supervisors are responsible for recognizing and reporting any acts that may be considered sexual harassment.
5. no
6. The company will conduct an investigation.
7. Questions can be answered by the Personnel Office.

LABELS
page 44

1. health hazards
2. A product labeled danger is more dangerous.
3. basic protective clothing, equipment, safety procedures
4. first aid instructions
5. no.

RECYCLING ALUMINUM
page 46

1. Rinse and allow to dry.
2. A magnet will not stick to an aluminum can.
3. aluminum foil or pans, aluminum siding or chairs, window frames

DUTIES OF A TRUCK DRIVER
page 47

1. credit card
2. to see if the company has any new instructions for you
3. to line up all tickets for one direction

4. return to the company
5. check oil, battery, tires

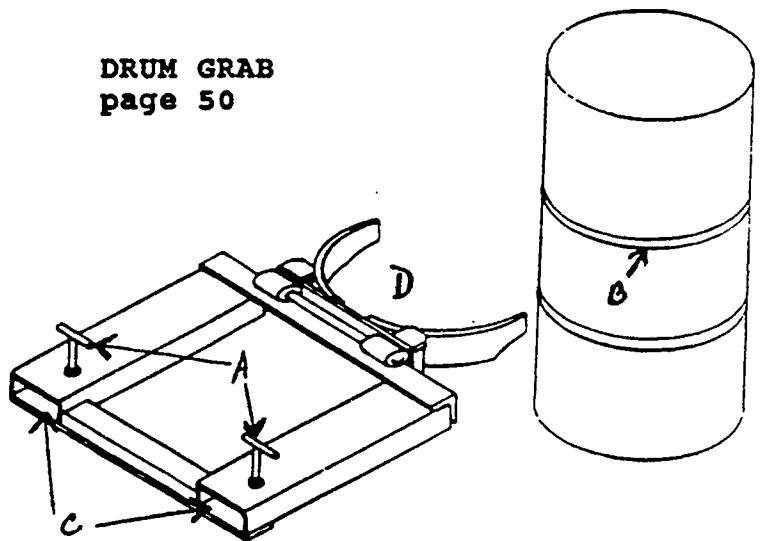
BOOKBINDING
page 48

6, 2, 1, 7, 3, 5, 4

TELEPHONE POLICY
page 49

1. Hello, this is (your name), (department), how may I help you?
2. Be sure you transfer calls correctly.
3. It is a part of quality customer service
4. Listen carefully to what a caller is saying so you can assist him or her as effectively as possible.

DRUM GRAB
page 50



UNDERSTANDING WRITTEN INSTRUCTIONS
page 52

1. 3
2. Make duplicates and send the originals to the client.
3. Follow the sample book.
4. covers 1 and 3

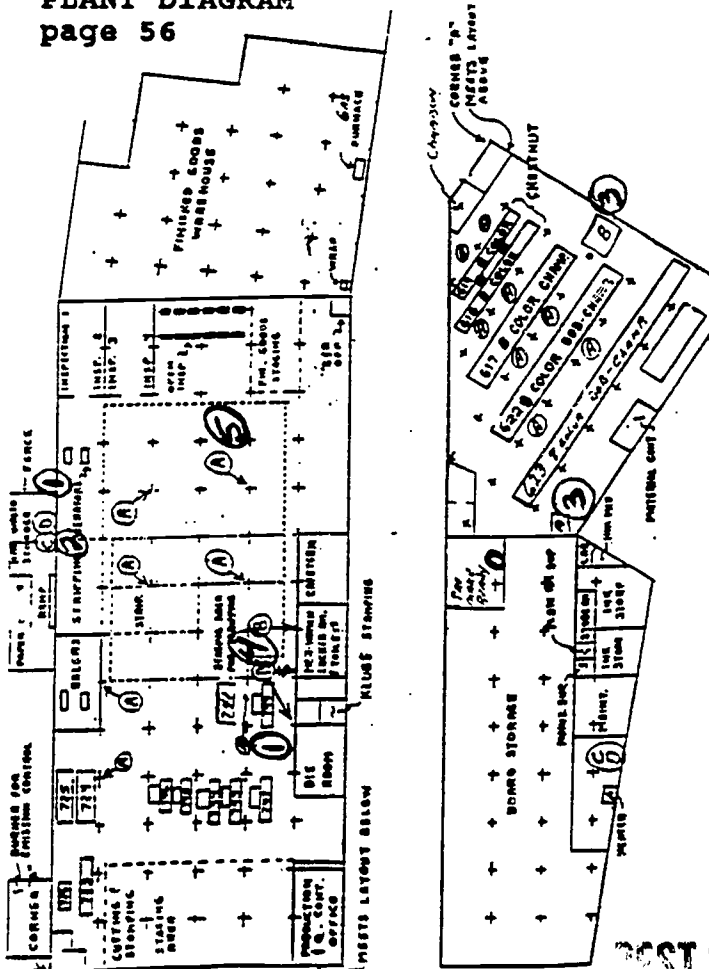
UNDERSTANDING INSTRUCTIONS
page 53

1. 9/16"
2. the mailing department
3. Position odd pages to the top and right side of the type page box.
4. same size (s/s)
5. 2,600 books (2,500 + 100)
6. at 56%
7. over cover 1
8. 2,500 or 2,600 books
9. after OK from client

INTERPRET SPECIFIC INFORMATION
page 55

1. Get slipcases, sweepstake promo....
2. Collate the book, sweepstake promo sheet...
3. Shrinkwrap the package...
4. Attach the sweepstake promo sheet....
5. Place packages in special order cartons...

PLANT DIAGRAM
page 56



COMPLAINTS
page 58

X, 1, 3, X, 2

OUTLINING INFORMATION
page 60

- I. Introduction
- II. Pulping
 - A. Mechanical Pulping
 - B. Chemical Pulping
 - C. Semi-chemical pulping
 - D. TMP - Thermo-mechanical Pulping
- III. Bleaching
- IV. Beating, Refining and Sizing

COMPANY RULES
page 61

1. No. (paragraph A)
2. No. (paragraph D)
3. Yes. (paragraph C)
4. No. (paragraph B)
5. Yes. (paragraph A)
6. No. (paragraph E)
7. No. (paragraph D)
8. Yes. (paragraph A)
9. No. (paragraph H)
10. Yes. (paragraph C)

TIME CARDS
page 63

1. You could be dismissed.
2. ask your supervisor
3. 8 hours, 15 minutes
4. a period of time

275

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RECYCLING MIXED PAPER
page 64

1. The whole package can be recycled without having to be sorted.
2. Separating the plastic, nylon, etc. from the paper takes unnecessary time.
3. They take up less space.
4. Yes
5. Clean any food or other material from the paper products.

FIRE EXTINGUISHERS
page 65

1. ABC - red cylinder with hose and nozzle.
2. ABC - red cylinder with short hose.
3. ABC - red cylinder with short hose.
4. ABC - red cylinder with short hose and nozzle.

BILLING ISSUES II
page 66

See these sections:

1. Need Invoice, III B
2. Entire Invoice Duplicated, I B
3. Paid for Book Received Invoice or Late Notice, I C
4. Need Invoice, III A
5. Double Billing Same Title, I

PERFECT BINDING JOB PROCEDURES
page 70

1. -read the job jacket
-fill out/initial set up checklists
-sign-off sample book
-check Count Control Form

2. -fill out log book
-fill out/initial set-up checklist
-spot check books
3. -fill out/initial set-up checklist
-pick, mark & box samples.
-clearly mark sample lot if the job goes to another department after binding.
-inspect finished books

SALARY STATUS
page 71

1. a. good performance
b. good attendance
c. willingness to do work assigned
d. willingness to work overtime
2. pay stability, recognition
3. illness, personal hardship, emergency

FOLDING AND TRIMMING
page 72

1. Use one parallel fold and two right angle folds.
2. Collating is gathering the signatures in their proper order.
3. Saddle stitching
4. It is simple.
It is inexpensive.
Books can lie flat.
Pages can have narrower margins.
5. automatic spacing paper cutter

TIME OFF
page 73

1. 15 days
2. 8 days
3. 2 days
4. 8 hours
5. You forfeit your remaining vacation pay.
6. Yes. The company can require you to take vacation during slow periods.
7. Get approval one week in advance.
8. The other person will get the week off because they submitted their request earlier.
9. You may carry vacation time over to the next year if extenuating circumstances prevented you from using it in the current year. You also need the group manager's approval.

VACATIONS
page 76

1. 2 weeks
2. 1 week
3. none
4. 3 days
5. 2 days

DEPARTMENTAL RESOURCES
page 77

1. Books in Print Volumes
2. catalog
3. stock status
4. microfiche
5. catalog

READING DIALS
page 79

1. 240
2. 5
3. 16

MYSTERY MAP
page 80

1. South
2. West
3. North
4. North
5. West

ZIP CODE MAP
page 82

1. 21207
2. 21219
3. 21209
4. 21230
5. 21218 & 21239
6. 21208 & 21215
7. 21231, 21224, 21221, 21220

FIRE EVACUATION PLAN
page 84

1. Exits D & G
2. Exit F
3. Exit F

SHIPPING AND HANDLING CHARGES
page 86

1. \$8.31
2. \$17.50
3. \$9.10
4. \$13.50
5. \$31.99
6. \$29.50
7. \$18.41
8. \$31.25

SPOILAGE BY DEPARTMENT
page 89

1. spoilage figures for each department in December
2. Composition & Finishing
3. Composition, Prep, Press, Finishing
4. 48,400
5. 10,200

TWA FLIGHTS
page 90

1. 11:15 A.M.
11:40 A.M.
2. 8:00 A.M.
10:20 A.M.
3. 8:30 A.M. (& 12:15 p.m.)
4. 10:20 A.M.
1:55 P.M.
5:25 P.M.

CRABCAKE PRESS SALES CHANGE
page 91

1. 1.5%
2. May - June
3. Jan., Feb., July, Aug.
4. March/April

ENROLLMENT
page 92

1. Press
2. Customer Service
3. 39
4. Office

PAPER TEAR AND FOLD TESTS
page 93

Instructor discretion

OFFSET LITHOGRAPHY
page 94

1. plate cylinder
2. dampening and ink rollers
3. blanket and impression cylinders
4. blanket cylinder
5. blanket cylinder

TICKETS
page 95

1. 204
2. 218
3. 106
4. 123

WAGES
page 97

1. \$10.00
2. \$309.18
3. \$113.32
4. \$9,285.00
5. \$2,209.49

POSTAGE & HANDLING INCREASE
page 99

1. \$6.08
2. \$.22
3. \$1.65
4. \$14.80

YELLOW PAGES II
page 100

1. Fleet service, Md Auto & Truck Repair, Chieftain
2. Dovel & Williams, Anderson, Beal, Chieftain
3. Hurds, Fleet, Md Auto & Truck Repair
4. Mobile Truck Repair Service
5. Fleet, Md Auto & Truck Repair

1992 HOLIDAYS
page 102

1. 5-22 at 11:00 p.m.
2. 5 p.m. 12-31-91 to 7 a.m.
1-2-92
3. 5 a.m. 12-24 to 11 p.m.
12-27
4. 11:00 p.m. 11-25, until
3 p.m. 11-30

CUTTING CHARTS
page 104

1. 25 x 38
2. 32
3. 35 x 45
4. 2
5. 38 x 50 is twice as large
as 25 x 38

QUALITY REJECTIONS 1990-1991
page 106

1. Top - dollars, lower -
rejections
2. December
3. June
4. The rejections did not
have a high per unit
value.

AVAILABLE PRESS HOURS
page 108

1. Solna
2. Timson I
3. Solna
4. Timson II

COLOR SENSITIVITY CHARTS
page 109

1. panchromatic
2. color-blind film
3. orthochromatic film
4. film which is sensitive
to many colors
5. The human eye does not
see ultraviolet colors.

PROFIT ACHIEVEMENT
page 110

1. approx. \$1,600,000
2. \$1,500,000
3. June
4. approx. \$1,500,000

VIKING FOUNTAIN SOLUTION
page 111

1. None established
2. a dark green liquid
3. not applicable
4. dispose of it at a
hazardous waste facility
5. Do not induce vomiting.
Give one or two glasses
of water. Call a
physician.

MATH ANSWERS

WORKING WITH PICAS page 114

1. 8
2. 6
3. 7
4. 4
5. 9
6. 11
7. 3

CONVERTING INCHES TO POINTS page 115

1. 1,296
2. 2,304
3. 936
4. 2,520
5. 1,512
6. 1,008
7. 1,152

WORKING WITH POINTS page 116

1. 5
2. 3
3. 6
4. 9
5. 11
6. 2
7. 21

INCHES, POINTS, AND PICAS page 117

1. 144
2. 84
3. 1
4. 1
5. 504
6. 1,440
7. 1
8. 48
9. 1,152
10. 3

WHOLE NUMBER WORD PROBLEMS page 118

1. \$320.00
2. \$144.00
3. \$480.00
4. \$270.00
5. 750 Lbs.
6. \$30.00

PACKING CARTONS page 119

- 1 a. 11 books
b. 3 books
c. 33 books
- 2 a. 8 books
b. 4 books
c. 64 books

CARTONS AND PALLETS page 120

- 1 a. 1,250 cartons
b. 10 pallets
c. 1,040 books
d. 640 books
- 2 a. 940 cartons
b. 5 pallets
c. 4,750 books
d. 4,500 books
- 3 a. 1,094 cartons
b. 7 pallets
c. 2,528 books
d. 2,332 books
- 4 a. 1,357 cartons
b. 8 pallets
c. 4,080 books
d. 4,005 books

BASIC ROUNDING
page 121

1. 30
2. 40
3. 50
4. 20
5. 130
6. 100
7. 300
8. 700
9. 400
10. 100
11. 2,000
12. 8,000
13. 4,000
14. 11,000
15. 30,000

ROUNDING
page 122

1. 20
2. 10,300
3. 21,900
4. 123,000
5. 4,500
6. 10,000
7. 67,500
8. 129,000
9. 200,000
10. 13,000
11. 110,000
12. 1,010
13. 23,000
14. 100,000
15. 1,000,000

TEN MINUTES
page 123

1. 20 min
2. 10 min
3. 10 min
4. 10 min
5. 20 min
6. 20 min
7. 30 min
8. 10 min
9. 30 min
10. 50 min

FIVE MINUTES
page 124

1. 20 min
2. 20 min
3. 10 min
4. 25 min
5. 20 min
6. 20 min
7. 35 min
8. 20 min
9. 50 min
10. 20 min

QUARTER HOURS
page 125

1. 30 min
2. 45 min
3. 30 min
4. 60 min
5. 15 min
6. 30 min
7. 30 min
8. 45 min
9. 14 hours, 15 min
10. 2 hours, 30 min
11. 12 hours, 15 min
12. 6 hours, 15 min

ROUNDING DECIMALS
page 126

1. 12.4
2. 28.8
3. 14.6
4. 18.2
5. 87.9
6. 8.33
7. 9.35
8. 8.46
9. 13.85
10. 23.9
11. 1.895
12. 7.389
13. 4.580
14. 11.0
15. 29.981

NEAREST 1/16"
page 127

1. 3 7/8"
2. 13 1/4"
3. 4 11/16"
4. 5 1/8"
5. 5 5/16"
6. 6 7/16"
7. 9 3/8"
8. 2 1/4"
9. 6 5/8"
10. 5 7/16"

ESTIMATING SIZE
page 129
Instructor discretion

AVERAGES
page 130

1. 489 cartons
2. 34 hours overtime
3. \$16.43
4. \$215.00
5. 8.8 or 9 employees

WHAT'S THE AVERAGE?
page 131

1. 50 jobs
2. 28.2 min
3. 11 employees
4. 42
5. 28 sales

USING AVERAGES IN THE PLANT
132

1. 149 lbs.
2. 24 jobs
3. 618 lbs.
4. 7.4 rolls
5. \$2.80 per lb.

CALCULATING AVERAGES
page 133

1. 264 (vs. 270) Plant 1's method is less expensive.
2. 36, 40, 43, 36
3. 38.8 or 39
4. 35
5. 44.7 or 45

AVERAGE SALARY
page 134

1. \$16.89
2. \$486.80
3. \$25,313.60
4. \$26,640
5. \$1,450
6. \$37,150

DOWN TIME
page 135

1. Timson 13.53
Miehle 12.54
Solna 12.65
2. 12.9 hours
3. .88 hour
4. .99 hour
5. 67.65 hours

SPENDING LEAKS
page 136

- 1 a. \$13.75
b. \$693.00
c. \$3.25
- 2 a. \$6.00
b. \$312
c. \$7.20
d. 12 sodas per week
3. \$592.20

HOW MUCH DO YOU SPEND?
page 137

1. \$2.25
2. a. \$75.60
b. 630 cups
c. 1,250 cups
3. \$135.29
4. \$.18

WORKING WITH DECIMALS
page 138

1. \$6.80
2. \$7.30
3. \$8.25
4. \$9.95
5. \$6.30

CALCULATING NET PAY
page 139

1. \$63.94, \$246.06
2. \$57.94, \$270.06
3. \$77.06, \$260.94
4. \$49.40, \$220.60
5. \$89.82, \$284.18

USING A PAY STATEMENT
page 140

1. \$280.00
2. \$63.00
3. \$343.00
4. \$46.40
5. \$91.81
6. \$138.21
7. \$204.79
8. \$14,560.00
9. \$10,649.00
10. Fed. tax \$2,400.32
S.S. tax \$1,069.64
State tax \$1,054.04
11. \$520.00

MILITARY SERVICE
page 141

1. \$289.00, \$78.00
2. \$262.00, \$77.00

3. \$370.00, \$135.00
4. \$350.00, \$184.00
5. \$290.00, \$72.00
6. \$338.00, \$140.00
7. \$278.00, \$76.00
8. \$408.00, \$77.00
9. \$394.00, \$92.00
10. \$308.00, \$99.00

DECIMAL WORD PROBLEMS
page 142

1. 12.4 miles
2. \$509.17
a. less expensive
3. 30 miles per gallon
4. \$.05

OVERTIME PAY
page 143

1. 10 hrs. O.T., \$737.00
2. \$668.75
3. \$1,189.90
4. 16 hrs. O.T., \$588.00
5. \$612.58

FINAL TRIM SIZE
page 145

1. 6" x 9 3/8"
2. 8 1/2" x 11"
3. 6 1/8" X 9"
4. 9 1/2" X 12"
5. 6 3/4" X 7 1/2"

PAGE DESIGN
page 147

1. 2 columns
2. No, unless you crop the halftone.
3. 37 linens
4. 3
5. 17 lines
6. 2
7. yes
8. 23 lines
9. 2
10. 4

MEASURING COVERS
page 148

26" wide x 20" long

MILLING
page 149

1. 1 3/32"
2. 1 11/16"
3. 1 7/32"
4. 1"
5. 1 11/32"

PAGINATION LAYOUT
page 150

50" wide x 39" long

PRESS SHEET LAYOUT
page 151

A 5/8" trim is missing from
the left and right sides of
the layout.

A 5/8" trim is missing from
the top and bottom of the
layout.

VACATION CREDIT
page 152

1. 8 days
2. 4 days
Ex. 15 allotted - 7 taken
= 8 days
8 x 6/12 = 4 days credit
3. none
4. 2 days
5. 2 days

TIME ZONES
page 154

1. 4 p.m.
2. 8 a.m.
3. 4 p.m.
4. 6 p.m.
5. 10 a.m.

**WORKING WITH 12-HOUR AND 24-
HOUR TIME**
page 156

(ex. 0005)

0110
0215
0320
0425
0530
0635
0740
0845
0950
1055
1100
1205
1255
1305
1414
1522
1633
1742
1830
1950
2059
2102
2215
2359
2400

**CHANGING 12-HOUR TIME TO
PRINTER'S TIME**
page 157

(ex. 12.08)

1.30
2.20
3.40
4.60
5.50
6.10
7.50
8.90
9.33
10.88
11.12
12.13
12.92
13.08
14.23
15.25
16.48

(pg. 157 cont.)

17.83
18.55
19.87
20.35
21.10
22.88
23.37
00.02

TIME CARDS
page 158

1. 15 min
2. 15 min
3. 30 min
4. 15 min
5. 15 min
6. 30 min
7. 40 min
8. 30 min
9. 20 min
10. 15 min
11. 45 min
12. 20 min
13. 10 min
14. 1hr. 20 min
15. 15 min
16. 20 min
17. 50 min
18. 1 hr. 15 min

CALCULATING 12-HOUR TIME
page 159

1. 7:50 a.m.
2. 9:15 a.m.
3. 6:45 a.m.
4. 5:42 a.m.

1. 8:20 a.m.
2. 11:10 a.m.
3. 11:28 p.m.
4. 5:19 p.m.

JOB START AND STOP TIME
page 160

1. 9:10 a.m.
2. 2:45 p.m.
3. 1:28 p.m.
4. 1:55 p.m.

5. 11:30 a.m.
6. 11:15 a.m.
7. 12:42 a.m.
8. 9:15 a.m.

MILITARY TIME
page 161

1. 1622
2. 3:50 a.m.
3. 11:30 a.m.
4. 1915
5. 2359

USING TIME CARDS
page 162

1. 9 hrs.
2. 240 min. or 4 hrs.
3. 300 min. or 5 hrs.
4. 30 min.
5. 145 min. or 2 hrs. 25 min
6. 100 min. or 1 hr. 40 min.
7. 110 min. or 1 hr. 50 min.
8. 50 min.
9. 1 hr. 45 min.
10. 15 min.

TIME CONVERSIONS
page 164

1. 7 hrs. 12 min
7.2 hrs.
2. 5 hrs. 24 min.
5.4 hrs.
3. 9 hrs. 6 min.
9.1 hrs.
4. 9 hrs. 24 min.
9.4 hrs.
5. 5 hrs. 30 min.
5.5 hrs.
6. 20 hrs. 24 min.
20.4 hrs.

WORKING WITH PROPORTIONS
page 165

1. 6
2. 12
3. 9
4. 16
5. 9
6. 2
7. 1,417 lbs.
8. 119 min or 1 hr, 59 min
9. 148 min or 2 hrs, 28 min
10. 81 min or 1 hr, 21 min

WORKING WITH PICAS
page 166

1. 6"
2. 2 $\frac{2}{3}$ "
3. 4 $\frac{1}{2}$ "
4. 1 $\frac{5}{6}$ "
5. 3 $\frac{1}{6}$ "
6. 5 $\frac{1}{3}$ "

CONVERTING POINTS TO INCHES
page 167

1. 6 $\frac{3}{4}$ "
2. 4 $\frac{1}{4}$ "
3. 5 $\frac{3}{8}$ "
4. 2 $\frac{3}{8}$ "
5. 4 $\frac{3}{4}$ "
6. 8 $\frac{1}{8}$ "
7. 4 $\frac{1}{2}$ "
8. 6 $\frac{1}{8}$ "
9. 8 $\frac{5}{8}$ "
10. 2 $\frac{7}{8}$ "

CONVERTING DOLLARS TO POUNDS
page 168

1. 10.47
2. 14.53
3. 11.60
4. 21.22
5. 24.85

SOLVING PROPORTIONS
page 169

1. 15
2. 24
3. 12
4. 40
5. 3
6. 5
7. 120 min or 2 hrs
8. 3.9 hrs or 3 hrs, 54 min
9. 115 min or 1 hr, 55 min
10. 2.06 hrs or 2 hrs, 4 min

CONVERTING INCHES TO POINTS
page 170

1. 450
2. 900
3. 639
4. 342
5. 747
6. 855

NEW PAGE SIZES
page 171

1. 47 picas
2. 38 picas
3. 17 picas
4. 8 $\frac{3}{4}$ picas
5. 15 picas
6. 11 $\frac{1}{4}$ picas

WORKING WITH PICAS AND INCHES
page 173

1. 7 $\frac{1}{2}$ " x 10"
2. $\frac{7}{8}$ " width, $\frac{7}{8}$ " length

CONVERTING POINTS AND PICAS
page 175

1. 360 pts., 5"
2. 570 pts., 7 $\frac{7}{18}$ "
3. $\frac{1}{4}$ "
4. $\frac{1}{8}$ "
5. 24 pts., $\frac{1}{3}$ "
6. 66 pts., $\frac{11}{12}$ "
7. $\frac{5}{12}$ "
8. $\frac{1}{6}$ "

PROPORTIONS AROUND THE PLANT
page 176

1. 2,285.5 or 2,286 lbs.
2. 578.4 or 578 lbs.
3. 1,571.2 or 1,571 lbs.
4. 8,875.7 or 8,876 lbs.
5. 8,130 lbs.
6. 638 lbs.

USING A RULER
page 177

1. $1/8"$
2. $15/16"$
3. $4 \ 3/16"$
4. $7/8"$
5. $1/8"$
6. $1/8"$
7. $3/4"$
8. $7"$
9. $1 \ 1/2"$
10. $1/8"$
11. $9 \ 1/4" \times 6"$

BASIC METRIC EQUIVALENTS
page 179

1. 4"
2. $3/8"$
3. $1/16$ or $1/32"$
4. 25
5. $2 \ 1/2$
6. 5
7. 10
8. 30
9. 10
10. 30

CENTIMETERS AND INCHES
page 180

1. $13 \ 3/4"$
2. $22 \ 13/16"$
3. $18 \ 7/8"$
4. $17 \ 1/8"$
5. $6 \ 1/16"$
6. $4 \ 1/2"$
7. $36 \ 5/8", \ 3' \ 5/8"$
8. $61 \ 1/16", \ 5' \ 1 \ 1/16"$
9. $126 \ 3/4", \ 10' \ 6 \ 3/4"$
10. $90 \ 3/4", \ 7' \ 6 \ 3/4"$

PRACTICE WITH METRIC
CONVERSIONS
page 182

1. $35 \ 7/16"$
2. $10 \ 5/8"$
3. $1 \ 11/16"$
4. $9 \ 3/16"$
5. $2 \ 9 \ 16"$
6. $3 \ 1/2'$
7. $68 \ 1/8", \ 5' \ 8 \ 1/8"$
8. $18 \ 1/8", \ 1' \ 6 \ 1/8"$
9. $35 \ 1/4", \ 2' \ 11 \ 1/4"$
10. $307 \ 1/16", \ 25' \ 7 \ 1/16"$

ESTIMATING IN ENGLISH AND
METRIC UNITS
page 184

Answers will vary

CALCULATING A NEW SIZE
page 185

1. 11×17
2. $6 \times 18 \ 1/2$
3. 10×15
4. 17×23
5. $11 \ 1/2 \times 5 \ 1/2$
6. 14×22
7. $13 \times 19 \ 1/2$
8. 15×24
9. 9×17
10. 24×30

NIGHT SHIFT
DIFFERENTIAL
page 186

1. \$1.28, \$9.78
2. \$1.48, \$11.33
3. \$1.16, \$8.91
4. \$1.53, \$11.73
5. \$1.87, \$14.32

**CALCULATING THE ORIGINAL
SIZE
page 187**

1. 24 x 30
2. 15 x 25
3. 20 x 15
4. 20 x 30
5. 10 x 16
6. 20 x 10
7. 15 x 20
8. 10 x 20
9. 30 x 15
10. 20 x 30

**DECIMAL EQUIVALENTS
page 188**

1. .125"
2. .046875"
3. 10.34375"
4. 4.625"
5. 4.75"
6. 8.90625"
7. .4375"
8. 9.5"
9. 11.28125"
10. 3.328125"
11. 3/8"
12. 3/4"
13. 9/16"
14. 3/16"
15. 1/16"

**FRACTIONS TO DECIMALS
page 190**

1. 1/8", .125"
2. 1/2", .5"
3. 5", 5.0"
4. 1/4", .25"
5. 3/8", .375"
6. 1/8", .125"
7. 7/16", .4375"
8. 8", 8.0"
9. 5/8", .625"
10. 1/8", .125"
11. final trim size 5 3/4" x
9 1/16"
12. page size with trims 6
1/4" x 9 5/16"

**FRACTIONS AND
PERCENTAGES
page 193**

1. 17/25, 68%
2. 4/25, 16%
3. 3/8, 37.5%
4. 69/250, 27.6%
5. 3/5, 60%, 2/5, 40%
6. 4/11, 36.4%
7. 10/33, 30.3%

**SCALING HALFTONES USING
PICAS
page 194**

1. 150%
2. 47%
3. 107%
4. 64%
5. 120%
6. 50%
7. 80%
8. 50%
9. 45%

**SCALING HALFTONES USING
INCHES
page 195**

1. 50%
2. 45%
3. 50%
4. 150%
5. 47%
6. 102%
7. 59%
8. 113%

**CLASS ENROLLMENT GRAPH
page 196**

Answers will vary slightly.

1. 17%
2. 27%
3. 73%
4. 77%
5. 75%
6. 70%
7. Press

**CALCULATING PERCENTAGES
WITH PRINTER'S TIME
page 198**

1st page

1. 25 min, .42 hrs.
2. 22 min, .37 hrs.
3. 11 min, .18 hrs.
4. 22 min, .37 hrs.
5. 33 min, .55 hrs.
6. 15 min, .25 hrs.
7. 48 min, .80 hrs.
8. 46 min, .77 hrs.
9. 11 min, .18 hrs.
10. 37 min, .62 hrs.
11. 26 min, .43 hrs.
12. 32 min, .53 hrs.
13. 15 min, .25 hrs.
14. 29 min, .48 hrs.
15. 46 min, .77 hrs.
16. 28 min, .47 hrs.
17. 21 min, .35 hrs.
18. 28 min, .47 hrs.
19. 15 min, .25 hrs.

2nd page

1. 7.5 hrs
2. 32%
3. 22%
4. 13.6 or 14%
5. 16.9 or 17%
6. 21%

**QUALITY REJECTION
page 200**

Answers will vary

1. 37,000
2. 250,000
3. 15,000
4. June, 8,000
5. September, April, May,
10,000

**SPOILAGE
page 201**

1. 28,000
2. 18,000
3. 14,000
4. 33,000

**PRESS HOURS
page 202**

1. 392 hours
2. 26%
3. 292 hours
4. 13.6%

**SPOILAGE BY DEPARTMENT
page 203**

1. 59%
2. 26%
3. 8%
4. 8%

**SALES CHANGE
page 204**

1. 4.5%
2. 2.6%
3. 1.0%

**PROFIT ACHIEVEMENT
page 205**

Answers will vary

1. \$500,000
2. \$1,750,000
3. 57%
4. 80%
5. 106%

**EMPLOYEE DISTRIBUTION
page 206
Instructor discretion**

WRITING ANSWERS

COMPLETE SENTENCES

page 207

1. C
2. P
3. C
4. P
5. P
6. C
7. C
8. C
9. C
10. P

INTERPRETING COMPANY POLICIES

page 208

1. No. Your 10-year-old daughter calling you each afternoon is not acceptable. An employee is not allowed to receive calls except in emergency situations (see paragraph A). Your daughter may call and leave a message, but she may not call and talk directly to you each day.
2. No. Bringing in a pledge sheet to solicit contributions is not acceptable without the approval of the president (see paragraph D).
3. Yes. You may need to report the part time job to your supervisor if it affects your performance, your attendance, or the company's competitive position.
4. No. According to company policy, you should give advance notice to the plant manager before giving a tour (see paragraph B).
5. Yes. Employees are allowed to receive emergency calls (see paragraph A).
6. No. Employees are required to clean up the lunchroom after eating (see paragraph E).
7. No. Bulletins, notices, etc., are not to be posted without the approval of the president (see paragraph D).
8. Yes. Personal telephone use is allowed during lunch (see paragraph A).
9. No. Office personnel are not allowed to wear jeans, t-shirts or sneakers (see paragraph H).
10. Yes. Second jobs are fine, as long as you inform your supervisor, and the second job does not threaten the company's competitive position (see paragraph C).

MATERIAL SAFETY VOCABULARY

page 210

Answers will vary

ELECTRONIC PRE-PRESS SYSTEM

page 212

Answers will vary

RUN ON SENTENCES

page 213

1. Consider carefully the options available to you. Only you can decide the best level of resources.
2. In the event of your death, the amount of life insurance shown will be paid to your beneficiary. You may change your beneficiary at any time.
3. If you become disabled while working, your premium payments will continue. Your life insurance will remain intact.
4. Benefits are payable for covered medical expenses. The total lifetime benefit is \$1,000,000.
5. The amounts paid are determined on a reasonable and customary fee basis. Reasonable and customary fees are those charged by a provider for service.

MESSAGES

page 214

Messages will be taken by the receptionist. When you are not at your work area, or cannot be located by beeper, the receptionist will be using her own judgement as to important calls. If the caller identifies that call as being important and that you must be located, she will make every effort to do so. However, if the call is not identified as such, she will take a message.

Messages will be kept in duplicate. One copy will be placed in the message center. The other copy will remain in a book kept at the receptionist's desk. If you are out of the building and call in for messages, the receptionist will mark the message received and place it in the message center for you to pick up later. Any messages left at the end of the day will be placed in each individual's mail slot.

January, 1992

WELCOME!!

Congratulations on being among the first Maryland printing industry employees to enroll in "Skills Today For Tomorrow(.)" I am very excited about this new learning program and I hope you are too(.) By starting this class, you have made learning an important part of your daily life(.)

We want to make this class the best it can be for you(.) If you have questions, problems, suggestions, or whatever, please share them with us(.) You may talk to your instructor, or you may call me directly and I will be happy to talk with you(.)

You are not alone on your learning path(.) We are taking the steps with you, so count on us if you stumble(.) Happy learning!

Jane Smith
Project Director